



Committee of the Whole Meeting
Tuesday, August 8, 2023 7:00 PM

Diamond Lake School Sparkle Center
25807 Diamond Lake Road
Mundelein, IL 60060

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Public Comments (Agenda Items Only)
- IV. Appointment of New Board Member
- V. Presentation(s):
Community Liaison Department Summary
- VI. Business Agenda
 - VI.A. Administrative: Review Omnibus Vote Agenda *REVIEW*
 - VI.B. Personnel: Approve Personnel Items *ACTION*
 - VI.B.1. Internal Transfer(s):
Julie Pecoraro; WOMS; Assistant Principal; Effective Date: July 17, 2023
Christiann Weber; District; Instructional Coach; Effective Date: August 16, 2023
 - VI.B.2. Updated Contract Approval(s)
Matthew Freiburger; WOIS; Principal; Effective Date: July 17, 2023
 - VI.B.3. New Hire(s):
Colleen Scott; WOMS; 6th Grade Math Teacher; Effective Date: August 16, 2023
Robyn Kilpp; District; Director of Student Services; Effective Date August 7, 2023
Daniel Kostas; WOIS; Learning Associate; Effective Date: August 16th, 2023
Christine McGowan; WOIS; 3rd Grade Teacher; Effective Date: August 16th, 2023
 - VI.B.4. Resignation(s):
Dr. Kelly Olsen; District; Director of Student Services; Effective Date: July 26, 2023
Jaclyn Johnson; WOMS; 6th Grade Math Teacher; Effective Date: July 14, 02
Tyler Smith; District; K-8 Instructional Technology Coach; Effective Date: July 21, 2023
Kurt Preble; WOMS; Assistant Principal; Effective Date: July 21, 2023

Angie Zamora; WOMS; Administrative Assistant: Effective Date: August 18, 2023

- VI.C. Administrative: Approve Release of Executive Session Minutes ***ACTION***
- VI.D. Administrative: Approve PRESS Plus Issue 111 Updates ***ACTION***
- VI.E. Administrative: Approve Student Meal Price Updates ***ACTION***
- VII. Board Discussion:
- VIII. Freedom of Information Requests (2)
- IX. Notices and Communications
 - IX.A. D76 Highlights:
- X. Public Comments and Petitions (Non-Agenda Items)
- XI. Others
- XII. Executive Session
 - 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1).
- XIII. Adjournment

I, *(name)*, do solemnly affirm that I will faithfully discharge the duties of the office of member of the Board of Education of Diamond Lake School District 76, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further affirm that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Diamond Lake School District 76;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's schools to advance the vision for Diamond Lake School District 76; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship and personal development.

105 ILCS 5/10-16.5.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath. (Adopted: 2/19/19)

Community Liaison Department Update



8.8.23

EMBRACE EMPOWER EXCEL *Each Child Each Day*



Department Progress

- Maintained and increased partnerships with various organizations and agencies in Lake County to bring support, opportunities and resources to D76 students and their families.
- Continued collaboration with ALL D76 staff to help support identified students and their families.
- Improved collaboration with parents/guardians for community events with all stakeholders.
- Provided volunteer opportunities for staff and students promoting service to others.





Summer Events

- Mundelein Lunch Program
 - June 5th - June 23rd
 - 15-20 students each day
- The Northern Illinois Mobile Food Pantry
 - June 22 - 150 Families Served
 - July 20 - 200 Families Served
 - August 17 - 200 Families will be Served
- School Supply Drive for D76, D75, and D120 Students
Distribution of Supplies for 300 Students on 8/9.
- The Welcome Center - Every Wednesday.
- The YMCA Partnership at all summer events.





Future Focus

- Continue building relationships with community partners and school districts to bring support and resources to D76.
- Continue professional development/workshop opportunities to stay informed about issues that may impact our families/students.
- Maintain relationships and communication with all staff to help provide support and outreach to identified students and their families.
- Provide relevant educational presentations to our parents to help support them and their students as they navigate the education system.
- Continue, Support/Resources Survey for families
- Continue, Student Referral Form for staff
- Continue safely creating and supporting community events that promote our district mission, vision and goals.





Questions/Comments





Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING
Tuesday, August 8, 2023

The resolution is being submitted for approval at the Committee of the Whole Meeting on August 8, 2023.

AGENDA ITEM VI-A

Administrative: Review Omnibus Vote Agenda *REVIEW*

Items under the Omnibus Vote Agenda are considered routine and/or non-controversial and will be approved by one motion. If any one Board member, staff, administrator, or citizen wishes to have a separate vote on any item or items, that item or items will be pulled from the Omnibus Vote Agenda and voted on separately.

BE IT RESOLVED, that the Diamond Lake 76 Board of Education accepts and approves the Omnibus Vote Agenda, Items A thru D as listed:

- | | |
|--|-------------------------|
| A. Approval of Minutes
Combined Meeting | 07.11.2023 |
| B. Acceptance of Treasurer's Report | 07.2023 |
| C. Approval of Payrolls | 08.30.2023, 09.15.2023* |
| D. Approval of Current Bills: | TBD |

*Pre-approval of Payrolls not to exceed \$400,000.00 each.



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING
Tuesday, August 8, 2023

The resolution is being submitted for approval at the Committee of the Whole Meeting on August 8, 2023.

AGENDA ITEM VI-B

Personnel: Approve Resolution for Personnel Items: ACTION

BE IT RESOLVED, the Diamond Lake 76 Board of Education accepts and approves the Personnel Items as depicted on the Agenda:

1. Internal Transfer(s):

Employee	School	Position	Effective Date
Julie Pecoraro	WOMS	Assistant Principal	July 17, 2023
Christiann Weber	District	Instructional Coach	August 16, 2023

2. Updated Contract Approval(s):

Employee	School	Position	Effective Date
Matthew Freiburger	WOIS	Principal	July 17, 2023

3. New Hire(s):

Employee	School	Position	Effective Date
Colleen Scott	WOMS	6th Grade Math Teacher	August 16, 2023
Robyn Kilpp	District	Director of Student Services	August 7, 2023
Daniel Kostas	WOIS	Learning Associate	August 16, 2023
Christine McGowan	WOIS	3rd Grade Teacher	August 16, 2023

4. Resignations

Employee	School	Position	Effective Date
Dr. Kelly Olsen	District	Director of Student Services	July 26, 2023
Jaclyn Johnson	WOMS	6th Grade Math Teacher	July 14, 2023
Tyler Smith	District	K-8 Instructional Technology Coach	July 21, 2023
Kurt Preble	WOMS	Assistant Principal	July 21, 2023
Angie Zamora	WOMS	Administrative Assistant	August 18, 2023



Recommendation to Hire Certified Staff

Applicant Name:	Julie Pecoraro	
Job Title:	WOMS Assistant Principal	
Date Needed:	8.1.23	

Full Time:	XX	Part Time		FTE:	1.0
------------	----	-----------	--	------	-----

- Replacement for: (Matthew Freiburger)
- Retirement
 - Resignation
 - Termination
 - Leave of Absence
 - Other (Transfer)

- New Position:
 - Title:
 - Superintendent Approval:

Beginning Date: _____

Certified:

Lane: _____ Step: _____ Salary: _____

Administrator Signature: ___Peter Cunningham (Digital)___ _Date: __8.1.23__

Superintendent Signature: _____ Date: _____



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

District 76 Leadership Team Employment Contract Summary

Name: Julie Pecoraro

Position: Assistant Principal - West Oak Middle School (11-month)

2023-2024 Annual Salary: \$95,000

Start Date: July 17, 2023

End Date: June 14, 2024

Insurance: The actual cost of Board-paid single Regular PPO hospitalization, medical, and dental insurance (\$9,219.48 in FY23). In addition, if elected, the Board will also contribute \$3,250 to the cost of single-plus coverage or \$6,500 to the cost of full-family coverage for FY24.

Paid Days Off: As part of the Administrator's 11-month contract, he/she will not be required to work from June 17-July 12th in addition to winter break, spring break and all school holidays. The Assistant Principal will not receive additional paid vacation days.

Cell Phone/Mileage Stipend: \$100/month (for 12-months)



Recommendation to Hire Certified Staff

Applicant Name:	Christiann Weber	
Job Title:	Instructional Coach	
Date Needed:	8.16.23	

Full Time:	XX	Part Time		FTE:	1.0
------------	----	-----------	--	------	-----

- Replacement for: (Tyler Smith)
- Retirement
 - Resignation
 - Termination
 - Leave of Absence
 - Other (Specify)

- New Position:
 - Title:
 - Superintendent Approval:

Beginning Date: 8.16.23

Certified:

Lane: _N/A_ Step: N/A Salary: N/A

Administrator Signature: ___Peter Cunningham (Digital)___ .Date: ___7.28.23___

Superintendent Signature: _____

: 07.31.23



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

District 76 Leadership Team Employment Contract Summary

Name: Matthew Freiburger

Position: Principal - West Oak Intermediate School (11-month)

2023-2024 Annual Salary: \$107,000

Start Date: July 17, 2023

End Date: June 14, 2024

Insurance: The actual cost of Board-paid single Regular PPO hospitalization, medical, and dental insurance (\$9,219.48 in FY23). In addition, if elected, the Board will also contribute \$3,250 to the cost of single-plus coverage or \$6,500 to the cost of full-family coverage for FY24.

Paid Days Off: As part of the Administrator's 11-month contract, he/she will not be required to work from June 17-July 12th in addition to winter break, spring break and all school holidays. The Assistant Principal will not receive additional paid vacation days.

Cell Phone/Mileage Stipend: \$100/month (for 12-months)



Recommendation to Hire Certified Staff

Applicant Name:	Colleen Scott	
Job Title:	6th Grade Math Teacher	
Date Needed:	8/16/2023	

Full Time:	XX	Part Time		FTE:	1.0
------------	----	-----------	--	------	-----

Replacement for: (Jaclyn Johnson)

Retirement

Resignation

Termination

Leave of Absence

Other

New Position:

Title:

Superintendent Approval:

Beginning Date: 08/2023

Certified:

Lane: MA Step: 20 Salary: \$75,793

Administrator Signature: **Brandon Pedersen (Digital)** Date: **7.25.2023**

Superintendent Signature:

Date: 07.31.23

Daniel Kostas

DANIEL KOSTAS
666 CENTRAL AVE, 2G
HIGHLAND PARK, IL 60035
CELL: 847-207-1521
EMAIL: DKOSTAS6@YAHOO.COM

Mission Statement: A driven, hardworking, business minded professional who is motivated by achieving goals and working with people

Education:

Oakton Community College
2007-2009
Certificate in Automotive Technology
Des Plaines, IL 60016

Highland Park High School
Class of 2005
High School Diploma
Highland Park, IL 60035

Experience:

Follow Through Basketball, *Highland Park, IL*

Owner/Coach

2018-Present

- Founder of an up and coming club basketball company catering to a personalized, one on one basketball approach and curriculum for school age children
- Regular logistical planning and management of business schedules, finances, and client acquisition

Felicity School, *Deerfield, IL*

Paraprofessional

2016- Present

- Individualized educational support for students with behavioral and emotional disorders, ranging from grades 6th-12th
- Regular implementation and upkeep of school records and plans

Joy of the Game, Deerfield, IL

Basketball Coach

2012- Present

- Coaching and facilitating practices, travel tournaments, competitions, and games
- Regular parent to coach communication and conferencing
- Coordinating and facilitating team logistics, including scheduling and staffing

American Heritage Motorcycles, LLC, Highland Park, IL

Parts Advisor

May 2015-October 2015

- Office management and administration, including but not limited to, opening and closing of the register, inventory, custom orders, and customer service
- Regular business to customer communication

The Hub Companies, Northbrook, IL

Customer Service Representative

2014-2015

- Database maintenance and upkeep, including updating insured and tracking information
- Screening and intake of all business and incoming claim calls
- Company website maintenance and margin tracking
- Regular communication with suppliers to ensure prompt and efficient delivery of business directives

Libertyville Mitsubishi, Libertyville, IL

Service Advisor

2013-2014

- Operations and management of a busy, high volume service center
- Organization and assistance with incoming service calls and customer communication
- Required prompt and thorough analysis of repair work in order to convey professional opinions to customers

LA Fitness, Highland Park, IL

Front Desk Reception

2011- 2013

- Club management and administration, including but not limited to, opening and closing and customer service related tasks
- Enthusiastic, sales driven facilitator of group fitness classes and club packages
- Consulting and advising customers of club protocol and updates

Final Touch Auto Detail, *Highland Park, IL*
Manager

2010-2011

- Sales of products and services pertaining to the upkeep of automobiles
- Coordination of special events and promotions
- Hiring and training of employees
- Researching and analyzing sales and promotions of competitive companies to ensure a positive sales experience and repeat client base

Libertyville Mitsubishi, *Libertyville, IL*

Sales Associate

2009-2010

- Automobile sales in a high volume, fast pace dealership
- Assistance with buying and purchasing agents
- Assistance with automobile financing
- Negotiation and sales driven experience with customer service at the forefront of the transaction



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING
Tuesday, August 8, 2023

The resolution is being submitted for approval at the Committee of the Whole Meeting on August 8, 2023.

AGENDA ITEM VI-C

Administrative: Approve Release of Executive Session Minutes *ACTION*

BE IT RESOLVED, the Diamond Lake District 76 Board of Education approves the release of closed session minutes from Board Meetings held between January 2023-June 2023. The list of Executive Session Minutes is as follows:

03.07.23	03.21.23	04.18.23	05.16.23
06.06.23	06.08.23		



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
 COMMITTEE OF THE WHOLE MEETING
 Tuesday, August 8, 2023

The resolution is being submitted for approval at the Committee of the Whole Meeting on August 8, 2023.

AGENDA ITEM VI-D

Administrative: Approve PRESS 111 Policies Updates *ACTION*

WHEREAS policy creation and updates and changes to adopted policies are provided for District 76 through the subscription to Policy Reference Educational Subscription Service (PRESS) from the Illinois Association of School Boards (IASB); and

WHEREAS the Policy Committee reviewed the policies and a First Reading of the policies was held at the July 11, 2023 Combined Board Meeting.

THEREFORE, BE IT RESOLVED, the Diamond Lake School District 76 Board of Education moves to approve the policy changes as presented and reviewed in IASB PRESS Issue 111.

Faith's Law Trailer Bill:
The following PRESS materials are updated in response to this legislation:
2:110, Qualifications, Term, and Duties of Board Officers
3:40, Superintendent
3:40-E, Checklist for Superintendent Employment Contract Negotiation Process
4:60, Purchases and Contracts
4:60-AP1, Purchases
4:60-AP3, Criminal History Records Check of Contractor Employees
4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees - NEW
5:30, Hiring Process and Criteria
5:30-AP2, Investigations
5:30-AP3, Sexual Misconduct Related Employment History Review (EHR) - NEW
5:30-AP3, E, EHR Letter to Applicant's Current/Former Employer - NEW
5:90, Abused and Neglected Child Reporting
5:90-AP2, Parent/Guardian Notification of Sexual Misconduct - NEW

Accelerated Placement Program
The following PRESS materials are updated in response to this legislation:
6:135, Accelerated Placement Program
6:135-AP, Accelerated Placement Program Procedures

Library Media Program and Resources
The following PRESS materials are updated in response to this legislation:
6:230, Library Media Program
6:230-AP, Responding to Complaints About Library Media Resources - NEW
6:230-AP, E, Library Media Resource Objection Form - NEW



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

Miscellaneous

The following **PRESS** materials are updated in response to this legislation:

2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records

4:60-AP5, Federal and State Award Procurement Procedures - **RENUMBERED**

4:60-AP5, E1, Internal Procedures for Procurement Transactions - **RENUMBERED**

5:90-AP1, Coordination with Children's Advocacy Center - **RENUMBERED**

PRM Five-Year Reviews

The following **PRESS** materials are updated in response to this legislation:

4:60-AP2, Third Party Non-Instructional Contracts

5:170, Copyright

7:180-AP1, E1, Resource Guide for Bullying Prevention

7:180-AP1, E2, Be a Hero by Reporting Bullying 7:180-AP1, E3, Memo to Staff Regarding Bullying

7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying

7:180-AP1, E5, Report Form for Bullying

7:180-AP1, E6, Interview Form for Bullying Investigation

7:180-AP1, E7, Response to Bullying

7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence

7:190-AP1, Student Handbook - Hazing Prohibited

8:20, Community Use of School Facilities

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 4 - OPERATIONAL SERVICES**

Fiscal and Business

- 4:10 Fiscal and Business Management
- 4:15 Identity Protection
 - 4:15-AP1 Administrative Procedure - Protecting the Privacy of Social Security Numbers
 - 4:15-AP2 Administrative Procedure - Treatment of Personally Identifiable Information Under Grant Awards
 - 4:15-E1 Exhibit - Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
 - 4:15-E2 Exhibit - Statement of Purpose for Collecting Social Security Numbers
 - 4:15-E3 Exhibit - Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
- 4:20 Fund Balances
- 4:30 Revenue and Investments
- 4:40 Incurring Debt
 - 4:40-AP Administrative Procedure - Preparing and Updating Disclosures
- 4:45 Insufficient Fund Checks and Debt Recovery
 - 4:45-AP1 Administrative Procedure - Insufficient Fund Checks
 - 4:45-AP2 Administrative Procedure - Local Debt Recovery Program Implementation Procedures
 - 4:45-E1 Exhibit - Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller
 - 4:45-E2 Exhibit - Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge
- 4:50 Payment Procedures
 - 4:50-E Exhibit - School District Payment Order
- 4:55 Use of Credit and Procurement Cards

- 4:55-AP Administrative Procedure - Controls for the Use of District Credit and Procurement Cards
- 4:55-E Exhibit - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
- 4:60 Purchases and Contracts
 - 4:60-AP1 Administrative Procedure - Purchases
 - 4:60-AP2 Administrative Procedure - Third Party Non-Instructional Contracts
 - 4:60-AP3 Administrative Procedure - Criminal History Records Check of Contractor Employees
 - 4:60-AP4 Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees
 - 4:60-~~AP4~~AP5 Administrative Procedure - Federal and State Award Procurement Procedures
 - 4:60-~~AP4~~AP5, E Exhibit - Internal Procedures for Procurement Transactions
 - 4:60-E Exhibit - Notice to Contractors
- 4:70 Resource Conservation
 - 4:70-AP Administrative Procedure - Resource Conservation
- 4:80 Accounting and Audits
 - 4:80-AP1 Administrative Procedure - Checklist for Internal Controls
 - 4:80-AP2 Administrative Procedure - Fraud, Waste, and Abuse Awareness Program
 - 4:80-AP3 Administrative Procedure - Inventory Management for Federal and State Awards
- 4:90 Student Activity and Fiduciary Funds
- 4:100 Insurance Management
- Operations
 - 4:110 Transportation
 - 4:110-AP1 Administrative Procedure - School Bus Post-Accident Checklist
 - 4:110-AP2 Administrative Procedure - Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments

4:110-AP3	Administrative Procedure - School Bus Safety Rules
4:110-E	Exhibit - Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
4:120	Food Services
4:120-AP	Administrative Procedure - Food Services; Competitive Foods; Exemptions
4:130	Free and Reduced-Price Food Services
4:130-E	Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications
4:140	Waiver of Student Fees
4:140-AP	Administrative Procedure - Fines, Fees, and Charges - Waiver of Student Fees
4:140-E1	Exhibit - Application for Fee Waiver
4:140-E2	Exhibit - Response to Application for Fee Waiver, Appeal, and Response to Appeal
4:140-E3	Exhibit - Resolution to Increase Driver Education Fees
4:150	Facility Management and Building Programs
4:160	Environmental Quality of Buildings and Grounds
4:160-AP	Administrative Procedure - Environmental Quality of Buildings and Grounds
4:165	Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
<u>Safety and Security</u>	
4:170	Safety
4:170-AP1	Administrative Procedure - Comprehensive Safety and Security Plan
4:170-AP1, E1	Exhibit - Accident or Injury Form
4:170-AP1, E2	Exhibit - Memo to Staff Members Regarding Contacts by Media About a Crisis
4:170-AP2	Administrative Procedure - Routine Communications Concerning Safety and Security
4:170-AP2, E1	Exhibit - Letter to Parents/Guardians Regarding Student Safety
4:170-AP2, E2	Exhibit - Letter to Parents/Guardians Regarding the Dangers of Underage Drinking

4:170-AP2, E3	Exhibit - Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers
4:170-AP2, E4	Exhibit - Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting
4:170-AP2, E5	Exhibit – Notice to Parents/Guardians of Lockdown Drill; Opt-out
4:170-AP3	OPEN
4:170-AP4	Administrative Procedure - National Terrorism Advisory System
4:170-AP5	Administrative Procedure - Unsafe School Choice Option
4:170-AP6	Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED
4:170-AP6, E1	Exhibit - School Staff AED Notification Letter
4:170-AP6, E2	Exhibit - Notification to Staff and Parents/Guardians of CPR and AED Video
4:170-AP7	OPEN
4:170-AP7, E1	OPEN
4:170-AP7, E2	OPEN
4:170-AP7, E3	OPEN
4:170-AP8	Administrative Procedure - Movable Soccer Goal Safety
4:175	Convicted Child Sex Offender; Screening; Notifications
4:175-AP1	Administrative Procedure - Criminal Offender Notification Laws; Screening
4:175-AP1, E1	Exhibit - Informing Parents/Guardians About Offender Community Notification Laws
4:180	Pandemic Preparedness; Management; and Recovery
4:180-AP1	Administrative Procedure - School Action Steps for Pandemic Influenza or Other Virus/Disease
4:180-AP2	Administrative Procedure - Pandemic Influenza Surveillance and Reporting
4:180-AP3	Administrative Procedure - Grant Flexibility; Payment of Employee Salaries During a Pandemic

4:190	Targeted School Violence Prevention Program
4:190-AP1	Administrative Procedure - Targeted School Violence Prevention Program
4:190-AP1, E1	Exhibit - Targeted School Violence Prevention Program Resources
4:190-AP2	Administrative Procedure - Threat Assessment Team (TAT)
4:190-AP2, E1	Exhibit - Principles of Threat Assessment
4:190-AP2, E2	Exhibit - Threat Assessment Documentation
4:190-AP2, E3	Exhibit - Threat Assessment Key Areas and Questions; Examples
4:190-AP2, E4	Exhibit - Responding to Types of Threats
4:190-AP2, E5	Exhibit - Threat Assessment Case Management Strategies
4:190-AP2, E6	Exhibit - Targeted School Violence Prevention and Threat Assessment Education

DRAFT

Operational Services

Administrative Procedure - Purchases

The Board Attorney should be consulted, as needed, regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board. ¹

Requirements for Purchases and Contracts

- A. Each of the following requirements describes the type of purchase and/or contract to which it applies; requirements in Sections B and C may also apply to a specific purchase or contract.
1. All purchases of goods or services must be made through the use of contracts or purchase orders, except for those purchases made from petty cash funds or the Imprest Fund, or as otherwise specifically authorized by the Superintendent.
 2. Ill. Use Tax Act compliance (105 ILCS 5/10-20.21(b) and 35 ILCS 105/):
 - a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Ill. Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Ill. Use Tax Act.
 - b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgment that the Board may declare the contract void if the certification is false.
 3. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Ill. Drug Free Workplace Act, 30 ILCS 580/. All contractors must comply with the notification mandates and other requirements in the Ill. Drug Free Workplace Act. "Contractor" is defined in the Ill. Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for the specific performance under a contract of \$5,000 or more."
 4. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, 105 ILCS 5/28A), may be considered as a bid. 105 ILCS 5/10-20.21(d).
 5. All contracts must include provisions required by State or federal law, as applicable. Topics commonly requiring a provision include equal opportunity employment, prevailing wage, minimum wage, and performance bond. ²
 6. The procurement of architectural, engineering, and land surveying services is governed by the Local Government Professional Services Selection Act, 50 ILCS 510/, implemented by 2:170-AP, *Qualification Based Selection*.

The footnotes should be removed before the material is used.

¹ Many legal problems will be avoided by early and frequent consultation with the board attorney. A board cannot use its failure to follow proper bidding or contracting procedures to later avoid payment to contractors or vendors that perform a contract in good faith. *Restore Construction Co., Inc. v. Bd. of Educ. of Proviso Twp. High Sch. Dist. 209*, 444 Ill.Dec. 663 (Ill. 2020).

² For contract provisions required for non-federal entity contracts under federal awards and State awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/), see Appendix II to 2 C.F.R. Part 200, available at: www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1.

7. A list must be posted on the District's website, if any, of all contracts in excess of \$25,000 and any contract with an exclusive bargaining representative. 105 ILCS 5/10-20.44(b).
8. Each contractor with the District must comply with 105 ILCS 5/10-21.9(f) and ~~agree to~~: (a) not allow any of its employees to have direct, daily contact with one or more students if the employee was found guilty of any offense listed in 105 ILCS 5/10-21.9(c) or 5/21B-80(c)³; (b) prohibit any of its employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; (c) require each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her; and (d) reimburse the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with a student(s). See 4:60-AP3, *Criminal History Records Check of Contractor Employees*.
- ~~8.9.~~ For each position involving direct contact with children or students,⁴ each contractor must perform sexual misconduct related employment history reviews (EHRs) of its employees as required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, and: (a) prohibit any of its employees from having direct contact with children or students if the contractor has not performed an EHR; (b) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by an EHR, and prohibit any such employee from having direct contact with children or students⁵; (c) immediately inform the District of any instances of sexual misconduct involving an employee as provided in 105 ILCS 5/22-94(j)(3); (d) prohibit any of its employees from having direct contact with children or students if the District objects to the employee's assignment after being informed of an instance of sexual misconduct; (e) maintain all records of EHRs and provide copies of such records upon the District's request; and (f) not enter into any agreements prohibited by 105 ILCS 5/22-94(g).⁶ See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*.
- ~~9.10.~~ Each contractor with the District must comply with 105 ILCS 5/24-5 and ~~agree~~: (a) concerning each new employee who will provide services to students or in schools~~have direct, daily contact with one or more student(s), to~~ provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (b) ~~to~~ require any new or existing employee who provides services to students or in schools~~has and will have direct, daily contact with one or more student(s)~~ to complete additional health examinations as required by the District and be subject to additional health examinations,

The footnotes should be removed before the material is used.

³ 105 ILCS 5/10-21.9(c), amended by P.A. 101-531; 105 ILCS 5/21B-80(c), amended by P.A. 101-531.

⁴ See sample policy 4:60, *Purchases and Contracts*, at f/n 12, for the definition of *direct contact with children or students* and its distinction from *direct, daily contact*, which requires a *complete criminal history records check*.

⁵ The law requires contractors to discipline employees who provide false information or willfully fail to disclose information required by a sexual misconduct related employment history review (EHR), but it does not specifically require contractors to prohibit such employees from having direct contact with children or students. 105 ILCS 5/22-94(d), added by P.A. 102-702, eff. 7-1-23. This procedure prohibits contractors who have not provided the required EHR information from having direct contact with students as a best practice.

⁶ See sample policy 4:60, *Purchases and Contracts*, at f/n 12, for more information about the types of agreements that are prohibited by 105 ILCS 5/22-94(g), added by P.A. 102-702, eff. 7-1-23.

including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.⁷

- ~~10~~¹¹. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10) (food donations).⁸
- ~~11~~¹². ~~After 1-1-23, a~~Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act by (a) requesting a bid with an alternative for asphalt-based or latex-based sealant product, and (b) considering whether an asphalt-based or latex-based sealant product should be used for the project based upon costs and life cycle costs that regard preserving pavements, product warranties, and the benefits to public health and safety.⁹
- B. To the extent feasible, the following govern all purchases and/or the award of contracts for supplies, materials, or work, and/or contracts with private carriers for transporting students, involving: (a) an expenditure of \$25,000 or less, or (b) in an emergency, an expenditure in excess of \$25,000, provided such expenditure is approved by three-quarters of the Board. See 105 ILCS 5/10-20.21(a)(xiv) (3/4s of the members of the Board must approve an emergency expenditure in excess of \$25,000 when the bidding process is not used) and 5/29-6.1 (time limitations for transportation contracts).
1. Telephone quotations, verbal quotations, or catalog prices are used to purchase materials that are needed urgently, or small quantity orders.
 2. Written quotations are used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least two competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.
- C. The following govern all purchases and/or the award of contracts involving an expenditure in excess of \$25,000 for supplies and materials or work. 105 ILCS 5/10-20.21(a).¹⁰
1. Contracts are awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts or purchases for:
 - a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
 - b. Printing of finance committee reports and departmental reports;
 - c. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
 - d. Perishable foods and perishable beverages;
 - e. Materials and work that have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for

The footnotes should be removed before the material is used.

⁷ 105 ILCS 5/24-5, ~~amended by P.A. 101-81~~. Since 2014, the Ill. Dept. of Public Health has only required school employees in daycare and preschool settings to be screened for tuberculosis. 77 Ill.Admin.Code §696.140(a)(3). Consult the board attorney before requesting a contractor's employee to complete a health examination, to ensure it is legal under other personnel laws, including the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.).

⁸ 105 ILCS 5/10-20.21(b-10).

⁹ 410 ILCS 170/10(b), added by P.A. 102-242, ~~eff. 1-1-23~~. The IDPH and Ill. State Board of Education (ISBE) must post on their websites on or before 5-1-23 guidance on screening for coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, requirements for a request for proposals, and requirements for disclosure. Id. at (d), added by P.A. 102-242.

¹⁰ 105 ILCS 5/10-20.21(a), amended by P.A. ~~s 101-570, 101-632, and~~ 102-1101.

materials and work, must be revised causing expenditures not in excess of 10% of the contract price;

- f. Maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- h. Duplicating machines and supplies;
- i. Fuel, including diesel, gasoline, oil, aviation, natural gas, or propane, lubricants, or other petroleum products;
- j. Equipment previously owned by some entity other than the District itself;
- k. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
- l. Goods or services procured from another governmental agency;
- m. Goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph; ¹¹
- n. Emergency expenditures when such an emergency expenditure is approved by three-quarters of the members of the Board;
- o. Goods procured through an education master contract, as defined in the Education Purchasing Program, 105 ILCS 5/28A; and
- p. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.
- q. Goods, services, or management in the operation of a school's food service, including a school that participates in any of the U.S. Dept. of Agriculture's (USDA) child nutrition programs if a good faith effort is made on behalf of the District to give preference to contracts that: (a) procure food that promotes the health and well-being of students, in compliance with USDA nutrition standards for school meals, and contracts should also promote the production of scratch-made, minimally processed foods; (b) give a preference to State or regional suppliers that source local food products; (c) utilize producers that adopt hormone and pest management practices recommended by the USDA; (d) give a preference to food suppliers that value animal welfare; and (e) increase opportunities for businesses owned and operated by minorities, women, or persons with disabilities.

When this exemption applies, the bidder shall submit to the District at the time of the bid, to the best of the bidder's ability, and annually thereafter during the term of the contract, the food supplier data required in this Section q. The food supplier data shall

The footnotes should be removed before the material is used.

¹¹ See Tarsitano v. Twp. H.S. Dist. No. 211, 385 Ill.App.3d 868 (1st Dist. 2008)(holding that school districts may enter into contracts for utility services, such as "water, light, heat, telephone or telegraph," without using the competitive bidding process).

also include the name and address of each supplier, distributor, processor, and producer involved in the provision of the products that the bidder is to supply.

2. Competitive bidding process:
 - a. An invitation for bids is advertised, where possible, by public notice at least 10 days before the bid date in a newspaper published in the District, or if no newspaper is published in the District, in a newspaper of general circulation in the area of the District. 105 ILCS 5/10-20.21(a).
 - b. The following information should be included in the advertisement for bids:
 - i. A description of the materials, supplies, or work involved;
 - ii. Completion or delivery date requirements;
 - iii. Requirements for bids, bonds, and/or deposits;
 - iv. Requirements for performance, labor, and material payment bonds;
 - v. Date, time, and place of the bid opening;
 - vi. The approximate time period between the opening of bids and the award of the contract; and
 - vii. Any other useful information.
 - c. If specifications are available, the advertisement for bids describes where they may be obtained and/or inspected.
 - d. All bids must be sealed by the bidder. 105 ILCS 5/10-20.21(a).
 - e. A Board member or District employee opens the bids at a public bid opening at which time the contents are announced. 105 ILCS 5/10-20.21(a). Bids may be communicated, accepted, and opened electronically. The following safeguards apply to an electronic bid opening (105 ILCS 5/10-20.21(a)):
 - i. On the date and time of a bid opening, the primary person conducting the electronic bid process shall log onto a specified database using a unique username and password previously assigned to the bidder to allow access to the bidder's specific bid project number.
 - ii. The specified electronic database must be on a network that: (i) is in a secure environment behind a firewall; (ii) has specific encryption tools; (iii) maintains specific intrusion detection systems; (iv) has redundant systems architecture with data storage back-up, whether by compact disc or tape; and (v) maintains a disaster recovery plan.
 - f. Each bidder is given at least three days' notice of the time and place of the bid opening. 105 ILCS 5/10-20.21(a).
 - g. Conduct that promotes deception and collusion during the bidding process is prohibited and may violate the Ill. Criminal Code, 720 ILCS 5/33E-1 et seq. Examples include interference with public contracting, bid-rigging, and acquisition or disclosure of bidding information by a public official.
3. Following the opening of bids, the Superintendent (and Board Attorney, if needed) determines the lowest responsible bidder and verifies the bidders' qualifications. Contracts are awarded at a properly called open meeting of the Board. If the Superintendent recommends a bidder other than the lowest bidder, the Superintendent must provide the Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.

4. Notwithstanding the foregoing, the District is relieved from bidding when making joint purchases with other public entities in compliance with the Governmental Joint Purchasing Act. 30 ILCS 525/.

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-20.44, 5/10-21.9, 5/21B-80, 5/22-94, and 5/24-5.
30 ILCS 580/, Ill. Drug Free Workplace Act.
35 ILCS 105/, Ill. Use Tax Act.
50 ILCS 510/, Local Government Professional Services Selection Act.
410 ILCS 170/10, Coal Tar Sealant Disclosure Act.

DRAFT

Operational Services

Administrative Procedure - Third Party Non-Instructional Contracts

When completed, this procedure documents that the requirements in 105 ILCS 5/10-22.34c have been fulfilled, thereby allowing the School Board to approve a contract for third party non-instructional services currently performed by any employee or bargaining unit member (such as, but not limited to, custodial services, student transportation, and school meal services). However, these conditions are not mandatory for the Board to enter into a contract, of no longer than three months in duration, with a third party for non-instructional services currently performed by an employee or bargaining unit member for the purpose of augmenting the current workforce in an emergency situation that threatens the safety or health of the District's students or staff, provided that the Board meets all of its obligations under the Ill. Educational Labor Relations Act.

Name of proposed contractor: _____

Name and description of proposed contract for third party non-instructional services: _____

Effective date of proposed contract: _____

Each of the following conditions must be checked to document that it was present or fulfilled:

- Any lay-off resulting from entering into the contract for third party non-instructional services will comply with the applicable collective bargaining agreement and/or Board policy 5:290, *Employment Terminations and Suspensions*.
- The proposed contract will not be entered into or become effective during the term of an applicable collective bargaining agreement covering any employees who perform the non-instructional services.
- The proposed contract will take effect upon or after the expiration of an existing collective bargaining agreement.
- The proposed contractor has submitted a bid that includes the following:
 - A. Evidence of liability insurance in scope and amount equivalent to the liability insurance provided by the Board pursuant to 105 ILCS 5/10-22.3;
 - B. A benefits package for the third party's employees who will perform the non-instructional services comparable to the benefits package provided to District employees who perform those services;
 - C. A list of the number of employees who will provide the non-instructional services, the job classifications of those employees, and the wages the proposed contractor will pay those employees;
 - D. A minimum three-year cost projection, using generally accepted accounting principles, and which the proposed contractor is prohibited from increasing if the bid is accepted by the Board, for each and every expenditure category and account for performing the non-instructional services;

Formatted: IASB Italic

- E. Composite information about the criminal and disciplinary records, including alcohol or other substance abuse, Ill. Dept. of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees who may perform the non-instructional services, provided that the individual names and other identifying information of employees need not be provided with the submission of the bid, but must be made available upon request of the Board; and
- F. An affidavit, notarized by the president or chief executive officer of the proposed contractor, that each of its employees has completed a criminal background check as required by 105 ILCS 5/10-21.9 within three months prior to submission of the bid, provided that the results of such background checks need not be provided with the submission of the bid, but must be made available upon request of the Board.
- The following is attached or otherwise available: a cost comparison, using generally accepted accounting principles, of each and every expenditure category and account that the District projects it would incur over the term of the contract if it continued to perform the non-instructional services using its own employees with each and every expenditure category and account that is projected the proposed contractor would incur if it performed the non-instructional services.
- The Board reviewed and considered all bids by third parties to perform the non-instructional services in open session of a regularly scheduled Board meeting, unless the exclusive bargaining representative of the employees who perform the non-instructional services, if any such exclusive bargaining representative exists, agreed in writing that such review and consideration could take place in open session at a specially scheduled Board meeting.
Date of Board meeting: _____
- Each of the following occurred:
1. A minimum of one public hearing, conducted by the Board prior to a regularly scheduled Board meeting, to discuss the proposed contract was held before the Board entered such contract.
Date of hearing: _____
 2. The Board provided notice to the public of the date, time, and location of the first public hearing on or before the initial date that bids to provide the non-instructional services are solicited or a minimum of 30 days prior to entering into such a contract, whichever provides a greater period of notice.
Date and manner of notice: _____
- The proposed contract contains provisions requiring the proposed contractor to offer available employee positions pursuant to the contract to qualified School District employees whose employment is terminated because of the contract.
- The proposed contract contains provisions requiring the proposed contractor to comply with a policy of nondiscrimination and equal employment opportunity for all persons and to take affirmative steps to provide equal opportunity for all persons.

Operational Services

Administrative Procedure - Criminal History Records Check of Contractor Employees

Use this procedure to implement the *complete criminal history records check* referenced in 5:30-AP2, *Investigations*, that is required when an employee of a contractor will have direct, daily contact with one or more students.

Actor	Action
Firm contracting with the District, referred to herein as “contractor”	<p>Prohibits any of the contractor’s employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 105 ILCS 5/10-21.9(c) or 5/21B-80(c), <u>amended by P.A. 102-552 both amended by P.A. 101-531.</u></p> <p>Prohibits any of the contractor’s employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s sentence for the criminal offense.</p> <p>Requires each employee who will have direct, daily contact with student(s) to cooperate during the District’s fingerprint-based criminal history records check on him or her. 105 ILCS 5/10-21.9(f). ¹</p> <p>Reimburses the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with student(s).</p> <p><u>Follows 4:60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees, if the contractor’s employees will have direct contact with children or</i></u></p>

The footnotes should be removed before the material is used.

¹ The Ill. Human Rights Act (IHRA) prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. 775 ILCS 5/2-103.1(A); added by P.A. 101-656.

Employers must give specific written notifications to applicants/employees when relying on conviction records to disqualify or take adverse action against them. *Id.* at 5/2-103.1(C). See sample policy 5:30, *Hiring Process and Criteria*, at f/n 5 and administrative procedure 5:30-AP2, *Investigations*. When school districts perform criminal history record information checks on contractor employees and disqualify them based on their conviction records, it is unclear if those employees are entitled to the protections of 775 ILCS 5/2-103.1, added by P.A. 101-656. In this situation, the district is not the employer (and therefore not the entity that must give the employee notice), but it may disqualify the employee from working at the district based on a conviction record that it is not legally authorized to share with the contractor. Consult the board attorney for guidance on this issue.

Actor	Action
	students , as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. ²
Superintendent, Business Manager , or designee	<p>To ensure that a contractor complies with the fingerprint-based criminal history records check under 105 ILCS 5/10-21.9, may require that the following sample language or similar language paragraph be included in each contract with any firm whenever any employee of the firm will have direct, daily contact with one or more students.</p> <p>The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s sentence for the criminal offense. The contractor shall make every employee who will have direct, daily contact with one or more students available to the District for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the cost of each check. The District must also provide a copy of the report to the individual employee of the contractor, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if any of its employees or agents having direct, daily contact with one or more students is listed on the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. ³</p> <p>Completes the required forms to request a fingerprint-based criminal history record check on each contractor’s employee who will have direct, daily contact with one or more students. 105 ILCS 5/10-21.9(f). See 5:30-AP2, <i>Investigations</i>. Screens the individual’s name and address against the: (1) Ill. Sex Offender Registry, www.isp.illinois.gov/Sor/Disclaimer, and (2) the Violent Offender Against Youth Registry maintained by the Ill.</p>

The footnotes should be removed before the material is used.

² See sample policy 4:60, *Purchases and Contracts*, at f/n 12, for a discussion of the overlapping standards that trigger complete criminal history records checks of contractor employees under 105 ILCS 5/10-21.9(f) and sexual misconduct related employment history reviews (EHRs) of contractor employees under 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. For ease of administration, a district may wish to require contractors to conduct an EHR whenever a complete criminal history records check of a contractor employee is required, and vice versa.

³ The last sentence of this sample paragraph goes beyond what is required of contractors under the law but is included as a best practice.

Actor	Action
<p>Superintendent, Business Manager, or designee, cont'd</p>	<p>Dept. _____ of State Police (ISP), www.isp.illinois.gov/MVOAY/Disclaimer. The fingerprint-based criminal history record check and two registry screens constitute the complete criminal history background check that must be conducted under 105 ILCS 5/10-21.9(f), as described in 5:30-AP2, Investigations.</p> <p>Whenever a contractor sends an employee who will have direct, daily contact with a student(s) to the District for the first time, ASKS the contractor:</p> <p>Will this employee be assigned to more than one school district? IF YES, may request the applicable Regional Superintendent to be responsible for obtaining a fingerprint-based criminal history records check and checking the Statewide Sex Offender Database for each such employee. The Regional Superintendent is required to promptly report to the District any information concerning the employee's record of conviction and identification as a sex offender. 105 ILCS 5/10-21.9(f).</p> <p>Has another Illinois school district already conducted a fingerprint-based criminal history records check on the employee within the last year? IF YES, may request a copy of it for that contractor's employee from the school district where the contractor's employee worked or works. The District may rely on a check done by another district within the last year. 105 ILCS 5/10-21.9(f-5h).</p> <p>Note: State law does not define "within the last year."</p> <p>Upon a request from any school, school district, community college district, or private school for a copy of a fingerprint-based criminal history records check for an employee of a contractor, FIRST determines if the District conducted the check within the last year. IF YES, provides a copy of it to the requesting entity. 105 ILCS 5/10-21.9(f-5).</p> <p>Note: An immunity provision, contained in 20 ILCS 2635/7(A)(3), makes the District not liable to an individual for its reasonable actions taken in reliance on the individual's Criminal History Records Information (CHRI) report. The District will lose the immunity if it was notified by the individual or by the ISP that the CHRI report is inaccurate or incomplete.</p> <p>Follows 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees, if the contractor's employees will have direct contact with children or</p>

Actor	Action
	students, as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. ⁴

DRAFT

The footnotes should be removed before the material is used.

⁴ [See f/n 2. above.](#)

Operational Services

Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees

Use this procedure to implement the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94 when an employee of a contractor will have direct contact with children or students. A copy of this procedure may be provided to a contractor to inform or remind the contractor of its legal obligations.

Glossary of Terms

Contractor - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Direct contact with children or students - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

School - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

EHR of Contractor Employees

Actor	Action
Contractor	<p>At the time of initial hiring of an employee or prior to the assignment of an employee to perform work involving <i>direct contact with children or students</i>, conducts an EHR of the employee, in accordance with 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, specifically:</p> <p>Provides the employee with: (a) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education’s (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (b) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE’s <i>Authorization for Release of Sexual Misconduct-Related</i></p>

Actor	Action
	<p><i>Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the applicant to complete for each current employer and for each former employer where the applicant worked in direct contact with children or students.¹ The Contractor cannot hire an applicant for a position involving direct contact with children or students who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23).</p> <p>Reviews the applicant’s completed <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s).</p> <p>Provides to all employers identified by the applicant in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The employer(s) must return the completed form(s) to the Contractor within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt.²</p> <p>Informs the District of any instance known to the Contractor in which the employee: (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual</p>

The footnotes should be removed before the material is used.

¹ Districts must use Ill. State Board of Education templates to develop their sexual misconduct related employment history review (EHR) forms. 105 ILCS 5/22-94(c), added by P.A. 102-702, eff. 7-1-23. Districts may incorporate the templates into existing forms and/or add to the templates’ requirements, but they cannot alter the templates’ contents.

² Consult the board attorney for guidance in the event a district wants to move forward with the assignment of a contractor employee who will have direct contact with children or students before a contractor has completed the EHR of the employee. The law states a contractor shall “initiate” the EHR, but it also states that the EHR “shall be performed,” either at the time of the initial hiring of the employee or prior to the assignment of the employee, and it requires contractors to inform schools of any instances of sexual misconduct *prior* to assigning the employee. 105 ILCS 5/22-94(c)(1), (4) and (j)(3), added by P.A. 102-702, eff. 7-1-23.

Actor	Action
	<p>misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated. 105 ILCS 5/22-94(j)(3)(A-C), added by P.A. 102-702, eff. 7-1-23.</p>
<p>Superintendent, Business Manager, or designee</p>	<p>Confirms that the Contractor has performed or will perform an EHR for each of its employees who will perform work involving direct contact with children or students. The EHR remains valid as long as the employee remains employed by Contractor, even if the employee is assigned to perform work for another school.³ 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23.</p> <p>To ensure the EHR is performed, may require the following sample language or similar language be included in each contract with the Contractor:</p> <p>Either at the time of initial hiring or prior to assigning any employee to perform work in the District involving direct contact with children or students, the Contractor will perform an Employment History Review (EHR) for the employee, in accordance with the requirements of 105 ILCS 5/22-94, as it may be amended from time to time. Notwithstanding the foregoing, if Contractor is furnishing substitute staffing services, Contractor shall perform the EHR upon initial hiring of the substitute employee.</p> <p>In performing the EHR, the Contractor agrees it will provide the employee with: (1) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education’s (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (2) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE’s <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the employee to complete for each current employer and for each former employer where the employee worked in direct contact with children or students. The Contractor shall provide to all employers identified by the employee in Section 3 of the <i>Authorization</i></p>

The footnotes should be removed before the material is used.

³ Consult the board attorney for guidance on whether the EHR remains valid when a contractor employee moves from one district (or non-public school) to another district. 105 ILCS 5/22-94 broadly defines *school* to mean a public or nonpublic elementary or secondary school, which lends support to the interpretation that a contractor need only perform the EHR for an employee once, as long as the employee remains employed by the contractor.

Actor	Action
	<p><i>for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The Contractor will instruct the identified employer(s) to return the completed form(s) to the Contractor within 20 calendar days after receipt. The Contractor shall immediately inform the District of any instances of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). The Contractor shall maintain all records of EHRs and upon the District’s request shall provide the District with access to and copies of records pertaining to the EHRs of Contractor employees. The Contractor shall not send to any school building or other District property: (1) any employee for whom an EHR has not been performed, (2) any employee who provides false information or willingly fails to disclose information required by the EHR⁴, or (3) any employee to whom the District objects after the Contractor informs it of an instance of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). 105 ILCS 5/22-94(e) provides that a “contractor who provides information or records about a current or former employee or applicant under this Section [105 ILCS 5/22-94] is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false.”</p> <p>For the duration of this Agreement, and in accordance with 105 ILCS 5/22-94(g), the Contractor agrees it will not enter into any collective bargaining agreement, employment contract, agreement for resignation or termination, severance agreement, or any other contract or agreement that: (1) has the effect of suppressing information concerning a pending investigation or a completed investigation in which an allegation was substantiated related to a report of suspected sexual misconduct by a current or former employee, (2) affects the ability of the Contractor to report suspected sexual misconduct to the appropriate authorities, or (3) requires the Contractor to expunge information about allegations or findings of suspected sexual misconduct from any documents maintained by the Contractor, unless, after an investigation, an allegation is found to be false, unfounded, or unsubstantiated.</p>

The footnotes should be removed before the material is used.

⁴ See f/n 6 below, for more information about item #2 of this paragraph.

Actor	Action
	Whenever a Contractor sends an employee who will have direct contact with children or students to the District for the first time, requests that the Contractor provide the District with copies of the records pertaining to the EHR of any employee involved in an instance of sexual misconduct as set forth in 105 ILCS 5/22-94(j)(3). ⁵

Following the EHR of Contractor Employees

Actor	Action
Contractor	<p>Maintains records documenting EHRs as required by law and upon the District’s request, provides the District access to records pertaining to the employment history reviews of employees. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23.</p> <p>Prohibits the assignment of an employee to a position at the District involving direct contact with children or students if: (1) the employee does not provide the information required by 105 ILCS 5/22-94(c) or provides false information or willfully fails to disclose information required by the EHR⁶ (2) the Contractor determines the employee is unfit for the position, or (3) the District objects to the assignment after the Contractor informs it of an instance of sexual misconduct as listed in the section above. 105 ILCS 5/22-94(f) and j(4), added by P.A. 102-702, eff. 7-1-23.</p> <p>Disciplines, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR. 105 ILCS 5/22-94(d), added by P.A. 102-702, eff. 7-1-23.</p> <p>As appropriate, reports responses received from an applicant’s employer(s) to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. Note: A contractor or district that reports information or records about a current or former employee or applicant under 105 ILCS 5/22-94 is immune from criminal and civil liability for the disclosure of the</p>

The footnotes should be removed before the material is used.

⁵ Whether a district requests EHR records from a contractor is at a district's discretion. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 1-1-23. If a district wants to request that contractors provide *all* EHR records of contractor employees, delete the phrase “of any employee involved in an instance of sexual misconduct as set forth in 105 ILCS 5/22-94(j)(3)” from the sentence.

⁶ The law requires contractors to discipline employees who provide false information or willfully fail to disclose information required by a sexual misconduct related employment history review, but it does not specifically require contractors to prohibit such employees from having direct contact with children or students. 105 ILCS 5/22-94(d), added by P.A. 102-702, eff. 7-1-23. This procedure includes that prohibition as a best practice.

Actor	Action
	information or records unless the information or records provided were knowingly false. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.
Superintendent, Business Manager, or designee	<p>Reviews all EHR records provided by the Contractor to evaluate the employee’s fitness to be assigned to work in the District.</p> <p>As appropriate, reports responses received from an applicant’s employers to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer.</p> <p>If a Contractor employee is alleged to have engaged in sexual misconduct with an enrolled student, ensures notice to the student and parent(s)/guardian(s) of the student is provided and the allegations are investigated in accordance with administrative procedure 5:90-AP2, <i>Parent/Guardian Notification of Sexual Misconduct</i>, see the Notification of Alleged Sexual Misconduct subhead.</p> <p>If any of the Contractor’s employees will have direct, daily contact with one or more students, conducts a <i>complete criminal history records check</i> of the Contractor employees under 105 ILCS 5/10-21.9(f) by following 4:60-AP3, <i>Criminal History Records Check of Contractor Employees</i>.⁷</p>

DRAFT

The footnotes should be removed before the material is used.

⁷ See sample policy 4:60, *Purchases and Contracts*, at f/n 12, for a discussion of the overlapping standards that trigger *complete criminal history records checks* of contractor employees under 105 ILCS 5/10-21.9(f) (see 5:30-AP2, *Investigations*, and 4:60-AP3, *Criminal History Records Check of Contractor Employees*) and EHRs of contractor employees under 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

Operational Services

Administrative Procedure - Federal and State Award Procurement Procedures

In addition to the State legal requirements for purchases and contracts set forth in Board policy 4:60, *Purchases and Contracts*, and 4:60-AP1, *Purchases*, the following procedures apply to District procurement under federal awards and State awards governed by the Grant Accountability and Transparency Act (GATA).¹ The District maintains oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.²

Consult the Board Attorney regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.³

Code of Conduct⁴

Board policies 2:100, *Board Member Conflict of Interest*, and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, contain standards of conduct covering conflicts of interest and governing the actions of board members and employees engaged in the selection, award, and administration of contracts.

General Procurement Standards⁵

- A. The District shall avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. **Note:** A conflict between this regulation’s requirements and the Ill. Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (defines and prohibits bid stringing; ~~violation is~~, a Class 4 felony) and 720 ILCS 5/33E-3 (prohibits bid rigging, a Class 3 felony).
- B. To foster greater economy and efficiency, the District may enter into sState and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- C. The District may use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- D. The District may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and

The footnotes should be removed before the material is used.

¹ 2 C.F.R. §§200.318-200.327; 30 ILCS 708/, Grant Accountability and Transparency Act (GATA). GATA adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by the Ill. State Board of Education (ISBE), see: www.isbe.net/gata.

² 2 C.F.R. §200.318(b).

³ Many legal issues will be solved by early and frequent consultation with the board attorney.

⁴ 2 C.F.R. §200.318(c).

⁵ 2 C.F.R. §200.318(b), (d)-(k).

creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost. **Note:** A conflict between this regulation's requirements and the Ill. Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (defines and prohibits bid stringing, a Class 4 felony).

- E. The District shall only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. **Note:** State law requires award to the "lowest responsible bidder."
- F. The District shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- G. The District may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Note: The Ill. Criminal Code of 2012 (720 ILCS 5/33E-9) requires approval of the Board or designee when a contract cost increases or decreases by \$~~1025~~,000, a/k/a *change orders*. If a change order will exceed the original contract price by 10%, it must be rebid.
- H. The District shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Competition ⁶

- A. All procurement transactions for the acquisition of property or services required under an award shall be conducted in a manner providing full and open competition consistent with the standards of State law (105 ILCS 5/10-20.21), ~~and~~ policy 4:60, *Purchases and Contracts*, and this section. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Situations considered to be restrictive of competition include, but are not limited to:
 - 1. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - 2. Requiring unnecessary experience and excessive bonding;
 - 3. Noncompetitive pricing practices between firms or between affiliated companies;
 - 4. Noncompetitive contracts to consultants that are on retainer contracts;
 - 5. Organizational conflicts of interest;
 - 6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
 - 7. Any arbitrary action in the procurement process.
- B. The District shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. **Note:** State law may also encourage or discourage these preferences. Discuss these with the Board Attorney. See also Doyle Plumbing & Heating Co. v.

The footnotes should be removed before the material is used.

⁶ 2 C.F.R. §200.319.

4:60-~~AP4~~AP5

Page 2 of 7

Bd. of Educ., Quincy Pub. Sch. Dist. No. 172, 291 Ill.App.3d 221 (4th Dist. 1997); Cardinal Glass Co. v. Bd. of Educ. of Mendota Comm. Consol. Sch. Dist. 289, 113 Ill.App.3d 442 (3rd Dist. 1983). Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. **Note:** The Board must also follow the Local Government ~~and~~ Professional Services Selection Act. 50 ILCS 510/.

- C. Procurement Transactions. All solicitations will:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.
 - a. Such description must not, in competitive procurements, contain features which unduly restrict competition.
 - b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
 - c. Detailed product specifications should be avoided if at all possible.
 - d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.
 2. Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.
- D. The District shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. **Note:** State laws may conflict with this provision. See 105 ILCS 5/10-20.21 and 50 ILCS 510/.
- E. The District shall not preclude potential bidders from qualifying during the solicitation period.
- F. Noncompetitive procurements can only be awarded in accordance with the requirements detailed in paragraph E of the **Methods of Procurement** subhead below.

Methods of Procurement ⁷

The District shall use one of the following methods of procurement:

- A. Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000, as may be amended from time to time.⁸ To the extent practicable, the District shall distribute micro-

The footnotes should be removed before the material is used.

⁷ 2 C.F.R. §200.320.

⁸ The *micro-purchase threshold* is set by the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions) and is periodically adjusted for inflation. 2 C.F.R. §200.1. The federal government’s Office of Management and Budget (OMB) issued a memo increasing the micro-purchase threshold to \$10,000, pursuant to the National Defense Authorization Act FY 2018 (Pub. L. No. 115-91), pending amendments to the FAR. OMB Memorandum 18-18 (6-20-18), at: www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf.

purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents it maintains. **Note:** See 105 ILCS 5/10-20.21 and policy 4:60, *Purchases and Contracts*.

- B. Small purchase procedures. Small purchase procedures may be used for the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the Simplified Acquisition Threshold⁹ of \$250,000, as may be amended from time to time. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources, as determined appropriate by the District.
- C. Sealed bids. Bids are publicly solicited and a firm fixed price contract¹⁰ (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. **Note:** 105 ILCS 5/10-20.21 requires “lowest responsible bidder.” The sealed bid method is the preferred method for procuring construction, if the conditions in 2 C.F.R. §200.320(b)(1)(i) apply. If sealed bids are used, the requirements in 2 C.F.R. §200.320(b)(1)(ii) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.
- D. Proposals. The use of proposals is a procurement method in which either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. Proposals must be solicited from an adequate number of qualified offerors. If this method is used, the requirements in 2 C.F.R. §200.320(b)(2) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.
- E. Noncompetitive procurement. Noncompetitive procurement may be used only when one or more of the circumstances in §200.320(c) apply: (1) the cost does not exceed the micro-purchase

The footnotes should be removed before the material is used.

2 C.F.R. §200.320(a)(1) authorizes a district to increase its own micro-purchase threshold up to \$50,000, if it has determined and documented that a higher threshold is appropriate based on its internal controls, an evaluation of risk, and documented procurement procedures. If a district increases its threshold, it must annually self-certify and make supporting documentation available to the awarding agency and auditors during the retention period specified in 2 C.F.R. §200.334. The self-certification must include a justification, clear identification of the threshold, and documentation that the higher threshold is consistent with the bidding statute, 105 ILCS 5/10-20.21. See policy 4:60, *Purchases and Contracts*. A board that wants to increase its threshold should consult the board attorney for guidance on the content and method of self-certification, such as an annual resolution to be adopted by the board. If the district has established a micro-purchase threshold greater than \$10,000, substitute that amount in Item A above. Micro-purchase thresholds higher than \$50,000 must be approved by the *cognizant agency for indirect costs*, which means the federal agency assigned responsibility for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals. 2 C.F.R. §200.1.

⁹ *Simplified acquisition threshold* (SAT) means the dollar amount below which a district may purchase property or services using small purchase methods. Districts may adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation (FAR) at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. §1908 and is periodically adjusted for inflation. See also definition of §200.1 Micro-purchase, 2 C.F.R. §200.1. The OMB issued a memo increasing the simplified acquisition threshold to \$250,000, pursuant to the National Defense Authorization Act FY 2018 (Pub. L. No. 115-91), pending amendments to the FAR. OMB Memorandum 18-18 (6-20-18), at: www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf.

2 C.F.R. §300.320(a)(2) authorizes a district to use a lower SAT than the one established by the FAR. The district is responsible for determining an appropriate SAT based on its internal controls, an evaluation of risk, and its documented procurement procedures. *Id.* If the district has established a SAT lower than \$250,000, substitute that amount in Item B above.

¹⁰ *Contract* means a legal instrument by which a district purchases property or services needed to carry out the project or program under a federal award. See also the definition of *subaward*, 2 C.F.R. §200.1.

threshold; (2) the item is available only from a single source; (3) public exigency or emergency will not permit a delay resulting from publicizing a competitive solicitation; (4) the awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the District; or (5) after solicitation of a number of sources, the District determines competition is inadequate. **Note:** 50 ILCS 510/ may conflict with this regulation.

Procurement of Recovered Materials ¹¹

When the District procures items designated by the Environmental Protection Agency (EPA) as capable of being produced with recovered materials¹², and the purchase of the items exceeds \$10,000 or the quantity of the items (or functionally equivalent items) purchased in the preceding fiscal year exceeded \$10,000, the District shall:

- A. Ensure the items contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The decision not to procure such items must be based on a determination that the items: (1) are not reasonably available within a reasonable period of time, (2) fail to meet the performance standards in the applicable specifications, or (3) are only available at an unreasonable price. ¹³
- B. Procure solid waste management services in a manner that maximizes energy and resource recovery.
- C. Establish an affirmative procurement program for procurement of recovered materials identified in EPA guidelines. The program must contain the following elements: ¹⁴
 1. Preference program for purchasing the designated items;
 2. Promotion program;
 3. Procedures for obtaining estimates and certifications of recovered materials content and for verifying the estimates and certifications; and
 4. Annual review and monitoring of the effectiveness of the program.

Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms ¹⁵

The District shall take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

- A. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
- B. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;

The footnotes should be removed before the material is used.

¹¹ 42 U.S.C. §6962; 2 C.F.R. §200.323.

¹² 40 C.F.R. Part 247. For recommendations that the EPA has developed for recovered (recycled) content and for its list of designated products, see: www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program, which was developed as part of the EPA’s Comprehensive Procurement Guideline (CPG) Program.

¹³ 42 U.S.C. §6962(c)(1).

¹⁴ 40 C.F.R. §247.6. For a summary of the requirements of an Affirmative Procurement Program, see: www.epa.gov/smm/summary-affirmative-procurement-program.

¹⁵ 2 C.F.R. §200.321. See also the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/.

- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Dept. of Commerce; and
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (A) through (E) of this section.

Contract Cost and Price ¹⁶

- A. The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-federal entity must make independent estimates before receiving bids or proposals.
- B. The District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor’s investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographic area for similar work.
- C. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E, Cost Principles, of 2 C.F.R. Part 200.
- D. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Federal Awarding Agency or Pass-Through Entity Review ¹⁷

The District shall make available, upon request of the federal awarding agency¹⁸ or pass-through entity¹⁹ ([Ill. State Board of Education](#)):

- A. Technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition; and

The footnotes should be removed before the material is used.

¹⁶ 2 C.F.R. §200.324.

¹⁷ 2 C.F.R. §200.325.

¹⁸ *Federal awarding agency* means the federal agency that provides a federal award directly to a non-federal entity. 2 C.F.R. §200.1.

¹⁹ *Pass-through entity* means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. 2 C.F.R. §200.1.

- B. Procurement documents (such as requests for proposals or invitations for bids, or independent cost estimates) for pre-procurement review when one or more of the circumstances in §200.325(b) apply.

Bonding Requirements ²⁰

- A. For construction or facility improvement contracts or sub-contracts exceeding the Simplified Acquisition Threshold²¹, the federal awarding agency or pass-through entity may accept the bonding policy and requirements of the District provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected.
- B. If such a determination has not been made, the minimum requirements shall be as follows:
1. A bid guarantee from each bidder equivalent to five percent of the bid price. The *bid guarantee* must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 2. A performance bond on the part of the contractor²² for 100 percent of the contract²³ price. A *performance bond* is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.
 3. A payment bond on the part of the contractor for 100 percent of the contract price. A *payment bond* is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract Provisions ²⁴

The District's contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, *Contract Provisions for non-Federal Entity Contracts Under Federal Awards*.

The footnotes should be removed before the material is used.

²⁰ 2 C.F.R. §200.326.

²¹ See f/n 8, above.

²² *Contractor* means an entity that receives a contract as defined in §200.1. 2 C.F.R. §200.1.

²³ *Contract* means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. See also definition of *subaward*, 2 C.F.R. §200.1.

²⁴ 2 C.F.R. §200.327.

Operational Services

Exhibit - Internal Procedures for Procurement Transactions

Actor	Action
Staff Member	Identifies a procurement need and makes a written request to the appropriate department head and/or Building Principal.
Building Principal, appropriate department head or designee	Evaluates <u>the</u> staff member's request by conducting a needs analysis, determining a funding source, and determining if <u>the</u> request should be sent to the Business Manager and/or designee for further analysis. Note: The Principal's procurement role likely varies based upon each district and type of expense.
Business Manager and/or designee	Upon request of the Building Principal, conducts further analysis of <u>the</u> staff member's request in order to verify information and determine if funds are available. Provides <u>the</u> Building Principal with results of further analysis.
Building Principal, appropriate department head or designee	Provides <u>the</u> Superintendent and/or designee with <u>the</u> staff member's written procurement request, his/her analysis of the staff member's request, and, if applicable, any further analysis conducted by the Business Manager and/or designee.
Superintendent and/or designee	<p>Reviews <u>the</u> staff member's request and analyses of same; evaluates <u>the</u> educational value of procurement requested. <u>The</u> Superintendent and/or designee may then:</p> <ul style="list-style-type: none"> • Approve <u>the</u> procurement request if <u>it is</u> below <u>the</u> amount set by the School Board and/or State law (105 ILCS 5/10-20.21); • Deny <u>the</u> procurement request; or • If <u>the</u> procurement request amount exceeds the Superintendent's authority, seeks Board permission for procurement. See policy 4:60, <i>Purchases and Contracts</i>, for the amount designated by the Board. <p>When presenting a contract or purchase for Board approval, the Superintendent and/or designee shall ensure it complies with applicable State and federal law, consulting with the Board Attorney as needed. See policies 4:60, <i>Purchases and Contracts</i> and 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i>.</p>

Actor	Action
School Board	<p>Considers any procurement requests submitted by the Superintendent and/or designee.</p> <p>Considers any contract requests submitted by the Superintendent and/or designee.</p>
Superintendent and/or designee	Identifies appropriate method of procurement and ensures appropriate method is followed.

DRAFT

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 5 - PERSONNEL**

General Personnel

- 5:10 Equal Employment Opportunity and Minority Recruitment
 - 5:10-AP Administrative Procedure - Workplace Accommodations for Nursing Mothers
- 5:20 Workplace Harassment Prohibited
 - 5:20-AP Administrative Resource - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
 - 5:20-E Exhibit - Resolution to Prohibit Sexual Harassment
- 5:30 Hiring Process and Criteria
 - 5:30-AP1 Administrative Procedure - Interview Questions
 - 5:30-AP2 Administrative Procedure - Investigations
 - 5:30-AP2, E1 Exhibit - Notice of Preliminary Hiring Decision Based on Conviction Record
 - 5:30-AP2, E2 Exhibit - Notice of Final Hiring Decision Based on Conviction Record
 - 5:30-AP3 Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR)
 - 5:30-AP3, E Administrative Procedure - EHR Letter to Applicant's Current/Former Employer
- 5:35 Compliance with the Fair Labor Standards Act
 - 5:35-AP1 Administrative Procedure - Fair Labor Standards Act Exemptions
 - 5:35-AP2 Administrative Procedure - Employee Records Required by the Fair Labor Standards Act
 - 5:35-AP3 Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA
 - 5:35-AP4 Administrative Procedure - Fair Labor Standards Act 12-Step Compliance Checklist
 - 5:35-E Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee
- 5:40 Communicable and Chronic Infectious Disease

5:40-AP	Administrative Procedure - Communicable and Chronic Infectious Disease
5:50	Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
5:60	Expenses
5:60-AP	Administrative Procedure - Federal and State Grant Travel Expense Procedures
5:60-E1	Exhibit - Employee Expense Reimbursement Form
5:60-E2	Exhibit - Employee Estimated Expense Approval Form
5:70	Religious Holidays
5:80	Court Duty
5:90	Abused and Neglected Child Reporting
5:90-AP1	Administrative Procedure - Coordination with Children's Advocacy Center
5:90-AP2	<u>Administrative Procedure - Parent/Guardian Notification of Sexual Misconduct</u>
5:100	Staff Development Program
5:100-AP	Administrative Procedure - Staff Development Program
5:110	Recognition for Service
5:120	Employee Ethics; Code of Professional Conduct; and Conflict of Interest
5:120-AP1	Administrative Procedure - Statement of Economic Interests for Employees
5:120-AP2	Administrative Procedure - Employee Conduct Standards
5:120-AP2, E	Exhibit - Expectations and Guidelines for Employee-Student Boundaries
5:120-E	Exhibit - Code of Ethics for Illinois Educators
5:125	Personal Technology and Social Media; Usage and Conduct
5:125-E	Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media
5:130	Responsibilities Concerning Internal Information
5:130-AP	Administrative Procedure - Email Retention
5:140	Solicitations By or From Staff

- 5:150 Personnel Records
 - 5:150-AP Administrative Procedure - Personnel Records
- 5:160 OPEN
- 5:170 Copyright
 - 5:170-AP1 Administrative Procedure - Copyright Compliance
 - 5:170-AP2 Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works
 - 5:170-AP3 Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment
 - 5:170-AP4 Administrative Procedure - Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process
 - 5:170-E1 Exhibit - Request to Reprint or Adapt Material
- 5:180 Temporary Illness or Temporary Incapacity
- 5:185 Family and Medical Leave
 - 5:185-AP Administrative Procedure - Resource Guide for Family and Medical Leave

Professional Personnel

- 5:190 Teacher Qualifications
 - 5:190-E1 Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
 - 5:190-E2 Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements
 - 5:190-E3 Exhibit - Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:210 Resignations
- 5:220 Substitute Teachers
 - 5:220-AP Administrative Procedure - Substitute Teachers

- 5:220-E Exhibit - Unsatisfactory Performance Report for Substitute Teachers
- 5:230 Maintaining Student Discipline
- 5:240 Suspension
 - 5:240-AP Administrative Procedure - Suspensions
- 5:250 Leaves of Absence
 - 5:250-AP Administrative Procedure - School Visitation Leave
- 5:260 Student Teachers

Educational Support Personnel

- 5:270 Employment At-Will, Compensation, and Assignment
 - 5:270-E Exhibit - Notice of Employment
- 5:280 Duties and Qualifications
- 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
 - 5:285-AP Administrative Procedure - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:290 Employment Termination and Suspensions
- 5:300 Schedules and Employment Year
- 5:310 Compensatory Time-Off
 - 5:310-E Exhibit - Agreement to Receive Compensatory Time-Off
- 5:320 Evaluation
- 5:330 Sick Days, Vacation, Holidays, and Leaves

General Personnel

Administrative Procedure - Investigations

Immigration Investigation

All newly hired employees must complete section one of the U.S. Citizenship and Immigration Services Form I-9 (Form I-9) no later than three business days following their first working day (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2). See: www.uscis.gov/i-9. If an individual is unable to provide the required documents to complete it, the individual may present a receipt for the application of the required documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: <https://labor.illinois.gov/content/dam/soi/en/web/idol/laws-rules/legal/documents/e-verification-facts-poster.pdf>. ~~www.illinois.gov/idol/Laws-Rules/legal/Pages/privacy-workplace.aspx~~ See the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Information Check (105 ILCS 5/10-21.9, amended by P.A.s ~~101-72, 101-531, and 101-643~~ [102-702](#), [eff. 7-1-23](#))

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 consists of:

1. Fingerprint-based checks through (a) the Ill. State ~~Dept. of~~ Police (ISP) for criminal history records information (CHRI) pursuant to the [Ill. Uniform Conviction Information Act](#) (20 ILCS 2635/), and (b) the Federal Bureau of Investigation (FBI) national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (Pub. L. 109-248),
2. *A check of the Ill. Sex Offender Registry (see the Sex Offender Community Notification Law, 730 ILCS 152/ [et seq.](#)), and
3. *A check of the Murderer and Violent Offender Against Youth Registry (see the Murderer and Violent Offender Against Youth [Registration Act](#) ~~Community Notification Law~~, 730 ILCS 154/75-154/105).

*These checks must be conducted by the District or the Regional Superintendent¹ once every five years that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.s [101-531](#) and 102-552.

See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*. **Important:** 20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the arresting authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

Note: The following criminal history records check guides are also available:

1. Guide to Understanding Criminal History Record Check Information is available at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/background-check-guide-071817.pdf> www.isp.state.il.us/docs/5-727.pdf.
2. Ill. State Board of Education SBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.

The following individuals are responsible for the actions listed:

Applicant - Each applicant for employment in any position (except bus drivers employed by a private student transportation contractor) must provide a written authorization for a complete criminal history records check at the time he or she submits the application.

Individual Student Teaching or beginning a required internship - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g), [amended by P.A. 101-531](#).

Applicant for Bus Driver - Each applicant for a bus driver position must complete the application required by the Secretary of State for a school bus driver permit (obtained from the District) and submit it to the District along with the necessary fingerprint submission as required by the ISP to conduct a fingerprint-based criminal history records check. The Superintendent or designee will conduct a pre-employment interview² with prospective school bus driver candidates, distribute school bus driver applications and medical forms, and submit the applicant's fingerprint cards to the ISP. The Superintendent or designee will certify in writing to the Secretary of State that all pre-employment conditions have been successfully completed, including the successful completion of a criminal history records check as required by State law. The applicant must present the certification to the Secretary of State at the time of submitting the school bus driver permit application. See 625 ILCS 5/6-106.1, amended by P.A.s [101-458](#) and 102-168; 92 Ill.Admin.Code §1035.25.

Superintendent or designee - Note: *Add any additional steps to efficiently receive a complete criminal history records check.*

1. Fingerprint-Based Criminal History Records Check:
 - a. For all applicants, the Superintendent or designee completes the required forms to request the criminal history records checks from an appropriate ISP or LiveScan

The footnotes should be removed before the material is used.

¹ [Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director" throughout this procedure.](#)

² Any employer that asks applicants to record video interviews and uses an artificial intelligence analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, [added by P.A. 101-260](#).

vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the ISP and FBI on the forms prescribed by each agency.

- b. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b), ~~amended by P.A. 101-531~~, and 20 ILCS 2635/7. The applicant has the obligation and responsibility to notify the District within seven (7) working days if information in the report furnished by the ISP is inaccurate or incomplete. Id.
- c. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days when a CHRI returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80. 105 ILCS 5/21.9(e), ~~amended by P.A. 101-531~~, and:
 - i. Makes a preliminary determination that the applicant will be disqualified based on a conviction record when: (1) the District is prohibited by 105 ILCS 5/10-21.9 from employing the individual because the conviction is an offense listed in 105 ILCS 5/21B-80, amended by P.A. 102-552;³ (2) there is a *substantial relationship* between one or more of the previous criminal offenses and the employment sought or held; or (3) the employment would involve an *unreasonable risk* to property or to the safety or welfare of specific individuals or the general public.

Conviction record means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority. 775 ILCS 5/1-103(G-5), ~~added by P.A. 101-656~~. It includes the results of a *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9.

Substantial relationship means a consideration of whether a job position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the position. 775 ILCS 5/2-103.1(A), ~~added by P.A. 101-656~~.

To determine whether an applicant is disqualified based on a *substantial relationship* or *unreasonable risk*, considers the following factors: (1) length of time since the conviction; (2) number of convictions that appear on the conviction record; (3) nature and severity of the conviction and its relationship to the safety and security of others; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. 775 ILCS 5/2-103.1(B), ~~added by P.A. 101-656~~. See also Ill. Dept. of Human Rights (IDHR) *Conviction*

The footnotes should be removed before the material is used.

³ Attorneys have different opinions as to whether the IHRA requires the *interactive assessment* outlined in 775 ILCS 5/2-103.1(c), ~~added by P.A. 101-656~~, which includes preliminary and final notices, when a disqualifying offense listed in 105 ILCS 5/21B-80 is found in a conviction record; **consult the board attorney for guidance on this issue.**

Record Protection – Frequently Asked Questions (March 2021), at: <https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx.

- ii. When the applicant’s conviction record disqualifies him/her/they, notifies the applicant of the preliminary decision in writing. The written notice shall contain: (1) the disqualifying convictions that are the basis for the preliminary decision and the District’s reasoning for the disqualification; (2) a copy of the *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9; and (3) an explanation of the applicant’s right to submit evidence challenging the accuracy of the conviction record that is the basis for the disqualification within seven (7) working days of the applicant’s receipt of the copy of the conviction record⁴ if the applicant wishes to dispute the accuracy of the conviction record and/or submit evidence in mitigation, such as rehabilitation. 775 ILCS 5/2-103.1(C)(1) and (2), ~~added by P.A. 101-656~~. See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record*, for a sample letter template.
Note: Evidence of rehabilitation may include education, training, stable employment, family and community involvement, and recovery from substance abuse. For more information, see *EEOC Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decision under Title VII of the Civil Rights Act*, at: www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions.
- iii. When the final decision disqualifies the applicant based on the conviction record, provides a second written notice to the applicant that contains: (1) notice of the disqualifying conviction(s) that are the basis for the final decision and the District’s reasoning for the disqualification; (2) any existing procedure the employer has for the applicant to challenge the decision or request reconsideration (this is not required)⁵; and (3) the right to file a charge with the IDHR. 775 ILCS 5/2-103.1(C)(3), ~~added by P.A. 101-656~~. See 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, for a sample letter template.
- d. The Superintendent or designee, or the Regional Superintendent, or as applicable the entity that provides background checks for public schools, notifies the State

The footnotes should be removed before the material is used.

⁴ The IHRA requires at least five business days for the applicant to dispute the accuracy of the conviction record, but the Ill. Uniform Conviction Information Act (UCIA) provides the applicant seven working days from of receipt of the copy of the conviction information to notify the district if the information is inaccurate or incomplete. 20 ILCS 2635/7(A)(2). This procedure accommodates the longer timeline of the UCIA.

⁵ Consult the board attorney for advice about whether policy 2:260, *Uniform Grievance Procedure*, should be included in the final decision letter for new applicants and/or existing employees. That policy is limited to students, parents/guardians, employees, or community members that want to file a complaint regarding the district’s alleged violation of a constitutional right, statute, or board policy.

Superintendent of education in writing⁶ within 10 business days⁷ after receiving information of a *pending* criminal charge for an offense set forth in 105 ILCS 5/21B-80. Required by 105 ILCS 5/10-21.9(e), ~~amended by P.A.s 101-531 and 101-643~~.

Note: For substitute teachers, the Superintendent will need to ensure that the District performs these checks. Contact the board attorney and/or ISBE regarding the validity of a *certificate of authorization*, if a substitute teacher presents one. From 1-1-11 through 7-1-11, the Regional Superintendent ~~of Schools~~ or Suburban Cook County Intermediate Service Center ~~Executive Director~~, whichever is appropriate, was allowed to issue *certificates of authorization* to substitute teachers. Issuance of a *certificate of authorization* was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted *certificates of authorization*, substitute teachers no longer receive them because they no longer exist. For those substitute teachers who did receive them, there is not an answer to the question of whether their *certificates of authorization* are still valid. Attorneys in the field suggest looking for an expiration date on the *certificate of authorization*. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.

- e. For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g), ~~amended by P.A. 101-531~~, and policy 5:260, *Student Teachers*). For more information, see also ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf.
2. Screen of the Statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.s 101-531 and 102-552. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant of:
 - a. The Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimerwww.isp.state.il.us/sor>, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/ ~~et seq.~~), and
 - b. The Statewide Murderer and Violent Offender Against Youth Registry <https://isp.illinois.gov/MVOAY/Disclaimerwww.isp.state.il.us/emvo/>, as authorized by the Murderer and Violent Offender Against Youth ~~Community Notification~~Registration Act (730 ILCS 154/75-154/105).

The footnotes should be removed before the material is used.

⁶ 105 ILCS 5/10-21.9(e), ~~amended by P.A. 101-643~~, requires written notice for *convictions*. While notice for *pending* criminal charges is not required to be "in writing," for ease of use, consistency in administration, alignment with the requirement to provide written notice for *convictions*, and best practices this sample text states the State Superintendent will also be notified of *pending* criminal charges in writing. Consult the board attorney for further guidance.

⁷ 105 ILCS 5/10-21.9(e), ~~amended by P.A. 101-643~~, does not state whether the notice requirement is *calendar days* or *business days*. Support for it being *business days* is found later in 105 ILCS 5/10-21.9(e), which requires that notice for *convictions* be provided within 15 business days.

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, notifies the individual if he or she is identified in the database as a sex offender. Required by 105 ILCS 5/10-21.9 (a-5), (a-6), and (b); ~~amended by P.A. 101-531~~. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a *registration* for an individual licensed by ISBE. 105 ILCS 5/21.9(e); ~~amended by P.A. 101-531~~.

ISP and FBI - The ISP and FBI furnish records of convictions (until expunged), pursuant to the District's request, to the Board President. **Note:** The ISP and FBI must "furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the president of the school board...". See 105 ILCS 5/10-21.9(a) and (g); ~~amended by P.A. 101-531~~. 20 ILCS 2630/3.3 establishes authority for the ISP to collect fees from the District if wishes to participate in a Federal *Rap Back Service*. Rap Back Service is a capability of the FBI's Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI Rap Back Service to be retained for the purpose of being searched by future submissions to the FBI Rap Back Service. For a student teacher, the report shall be returned to the Superintendent or designee (see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf).

Board President - The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the ISP and/or Statewide Sex Offender Registry for clarification purposes, or the Teachers' Retirement System of the State of Illinois (TRS) when the board learns that a teacher has been convicted of a felony. See 105 ILCS 5/10-21.9(b); ~~amended by P.A. 101-531~~, 105 ILCS 5/21B-10, and 105 ILCS 5/21B-85, amended by P.A. 102-552. For further discussion about the practical implementation issues for the Board President to ensure that a fingerprint-based criminal history records information check and other database screens are initiated and completed prior to employment, see f/n 11 in 5:30, *Hiring Process and Criteria*.

Regional Superintendent/Suburban Cook County Intermediate Service Center Executive Director - The Superintendent or designee may require the applicant to authorize the Regional Superintendent or Suburban Cook County Intermediate Service Center Executive Director, whichever is appropriate, to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with more than one district. The Regional Superintendent or Suburban Cook County Intermediate Service Center Executive Director, whichever is appropriate, also performs a check of the Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer> ~~www.isp.state.il.us/sor~~, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115), and the Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer> ~~www.isp.state.il.us/emvo~~, as authorized by the Murderer and Violent Offender Against Youth ~~Community Notification Law~~ Registration Act (730 ILCS 154/75-154/105). See 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A. ~~s 101-72 and~~ 102-552.

Contractors - The above requirements for a *complete criminal history records check* apply to all employees and agents of contractors who have direct, daily contact with students. 105 ILCS 5/10-21.9(f). Every contractor with the District shall: (1) make every employee or agent who will have direct, daily contact with students submit to a complete criminal history records check, (2) ~~agree to a contract provision~~confirm that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

Note: The provisions in 105 ILCS 5/10-21.9(f) and (g), ~~amended by P.A. 101-531~~, apply to employees of contractors who have “direct, daily contact” with students. To be comprehensive and to eliminate uncertainty, this procedure and policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, may require a criminal history records check on *all* employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District, not the contractor, must perform the background checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks; or (2) see the employee’s criminal history furnished by the ISP and the FBI.⁸ All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause. Additionally, the Superintendent or designee should check insurance coverage to determine whether employees of contractors are covered. See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification as a sex offender of any contractors’ employees, the District must provide the information to another school or school district that requests it. 105 ILCS 5/10-21.9(f-5). For more information, see ISBE’s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf. Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that the information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report. 20 ILCS 2635/7(A)(3).

District - The District complies with 105 ILCS 5/10-21.9, amended by P.A.s ~~101-72, 101-531, and 102-552~~ and 102-702, eff. 7-1-23, and 5/21B-80, amended by P.A.s ~~101-531~~ and 102-552. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/10-21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence⁹ for the criminal offense:
 - a. Those defined in the Cannabis Control Act, 720 ILCS 550/, except: 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

The footnotes should be removed before the material is used.

⁸ See 4:60-AP3, *Criminal History Records Check of Contractor Employees*, at f/n 1, for discussion of the impact of 775 ILCS 5/2-103.1 on contractor employees.

⁹ *Sentence* includes any period of supervision or probation that was imposed either alone or in combination with a period of incarceration. 105 ILCS 5/21B-80(a), amended by P.A.s ~~101-531~~ and 102-552.

- b. Those defined in the Ill. Controlled Substances Act, 720 ILCS 570/100 *et seq.*, except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
 - c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
 - d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.
 - e. Any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.
2. Has been convicted of committing or attempting to commit any one or more of the following offenses:
- a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.
 - b. Attempting to commit, conspiring to commit, soliciting, or committing any offense defined in Article 9 (Homicide) of the Criminal Code of 1961 or the Criminal Code of 2012.
 - c. Attempting to commit, conspiring to commit, soliciting, or committing any *sex offense*. Sex offense means any offense defined in:
 - i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;
 - ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;
 - iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and
 - iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.
 - d. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.
3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES *New Hire Reporting Form* for each newly hired employee with the Ill. Dept. of Employment Security. See 820 ILCS 405/1801.1. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure either the retiring Superintendent or designee performs this task.

General Personnel

Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, a sexual misconduct related employment history review (EHR) must be initiated, but the District may permit the individual to be hired and begin employment pending its outcome.¹ This applies to all permanent and temporary employment positions within a school, including substitute employees and employees of contractors. An EHR is not required for volunteers.

Glossary of Terms

Contractor - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Direct contact with children or students - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Initiate an EHR - The District initiates an EHR when it submits an *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form(s) to every current and previous employer identified by the applicant on said form(s).

School - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Substitute Employees

For substitute employees, the EHR is required only prior to the initial hiring of a substitute employee or placement on a school's or district's approved substitute list. A substitute employee seeking to be added to another school's or district's substitute list must undergo another EHR. An EHR conducted upon initial hiring by a contractor or any other entity that furnishes substitute staffing services, e.g., a

The footnotes should be removed before the material is used.

¹ 105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23, requires schools or contractors to *initiate* a sexual misconduct related employment history review (EHR) prior to hiring an applicant; it does not require them to wait to receive EHR results. While hiring an applicant after initiating an EHR may be necessary in some circumstances (e.g., to fill an urgent staffing need), waiting for EHR results before hiring an applicant may be prudent in other circumstances. Consult the board attorney for further guidance. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, at ¶/n 1, for a discussion of this issue as it applies to contractors.

regional office of education, satisfies the EHR requirement for all schools using that contractor's/entity's services. 105 ILCS 5/22-94(i), added by P.A. 102-702, eff. 7-1-23.

Employees of Contractors

For employees of contractors, the EHR is performed either at the time of initial hiring or prior to the employee's assignment to perform work for a school involving direct contact with children or students. 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23. Contractors must maintain records documenting EHRs for all such employees and, upon the District's request, provide the District with access to the records. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23. See Board policy 4:60, *Purchases and Contracts*, administrative procedure 4:60-AP1, *Purchases*, and administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for employment history review requirements for employees of contractors who have direct contact with children or students.

Employment History Review for Direct Hires

Actor	Action
Board President	When the applicant is a superintendent candidate, ensures that either the resigning Superintendent, Human Resources Administrator, or designee initiates the EHR.
Superintendent, Human Resources Administrator, or designee	<p>After a conditional hiring offer has been extended to an applicant for a temporary, permanent, or substitute position involving direct contact with children or students,² initiates the EHR and provides the applicant with:</p> <ol style="list-style-type: none"> 1. A <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf.³ 2. Copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using the ISBE <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf, for the applicant to complete for each current/former employer, 3. Instructions to complete and return all forms within [<i>insert number</i>] calendar days after receipt, and

The footnotes should be removed before the material is used.

² Optional. 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, does not specify when an applicant must undergo an EHR. To reduce administrative work, this sample procedure provides that an EHR will only occur once an applicant for a position involving direct contact with children or students reaches a particular stage in the hiring process. Alternatively, a district may choose to conduct an EHR for all applicants who reach a particular stage in the hiring process, even if the position does not involve direct contact with children or students, in case the position's job duties change to involve direct contact with children or students. If the district wishes to conduct EHRs for all applicants who reach a particular stage in the hiring process, delete for a temporary, permanent, or substitute position involving direct contact with children or students.

³ Districts must use Ill. State Board of Education templates to develop their EHR forms. 105 ILCS 5/22-94(c), added by P.A. 102-702, eff. 7-1-23. Districts may incorporate the templates into existing forms and/or add to the templates' requirements, but they cannot alter the templates' contents.

Actor	Action
	4. Notice that the District cannot hire an applicant who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23). ⁴
Applicant	Completes the <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s) and returns them to the Superintendent, Human Resources Administrator and/or designee. 105 ILCS 5/22-94(c)(3), added by P.A. 102-702, eff. 7-1-23.
Superintendent, Human Resources Administrator, or designee	<p>Reviews the applicant’s completed <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s). Maintains copies of these forms in the personnel file. See policy 5:150, <i>Personnel Records</i>, and administrative procedure 5:150-AP, <i>Personnel Records</i>.</p> <p>Provides, to all employers identified by the applicant in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form:</p> <ol style="list-style-type: none"> 1. A copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23); and 2. Instructions to complete the form and return it to the Superintendent, Human Resources Administrator, or designee within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt. <p>For applicants licensed by ISBE, verifies the applicant’s reported previous employers with previous employers in ISBE’s Educator Licensure Information System (ELIS) to ensure accuracy. 105 ILCS 5/22-94(c)(5), added by P.A. 102-702, eff. 7-1-23.</p> <p>Reviews all responses received from the applicant’s employers and uses information in the responses to evaluate the applicant’s fitness to be hired or for continued employment. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.</p> <p>May report information in the responses, as appropriate, to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. <u>Id.</u></p> <p>Note: An employer, school, school administrator, or contractor who provides information or records about a current or former employee or applicant is immune from criminal and civil liability for the disclosure of</p>

The footnotes should be removed before the material is used.

⁴ This restriction only applies to applicants for temporary, permanent, or substitute positions involving direct contact with children or students. A district may choose to extend this restriction to all applicants.

Actor	Action
	<p>the information or records, unless the information or records provided were knowingly false. <u>Id.</u></p> <p>Maintains the <i>Sexual Misconduct Disclosure</i> form and all responses received from the current/former employers in the personnel file. See policy 5:150, <i>Personnel Records</i>, and administrative procedure 5:150-AP, <i>Personnel Records</i>.</p>

DRAFT

General Personnel

Exhibit - EHR Letter to Applicant's Current/Former Employer

Use this letter when the District contacts an applicant's current or former employer to complete a sexual misconduct related employment history review. 105 ILCS 5/22-94.

On District Letterhead

Re: Applicant's Sexual Misconduct Related Employment History Review

Attention [*insert name of applicant's current/former employer*]:

You are receiving this letter pursuant to the Illinois School Code (105 ILCS 5/22-94) because your organization has been listed by the applicant as a current employer, a former employer that was a school or school contractor, or a former employer at which the applicant had direct contact with children or students, meaning the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.

To help protect children and students from the threat of sexual misconduct, Illinois law requires all Illinois public/non-public elementary and secondary schools to conduct sexual misconduct related employment history reviews on certain applicants for hire. Therefore, we are required to ask, and you are required to complete, the enclosed standardized form, which was developed using a template created by the Ill. State Board of Education (ISBE). Illinois law further requires you to disclose the information requested on the enclosed form within twenty (20) calendar days of your receipt of the form. If you have an office of human resources or central office, such information must be provided by that office. Additionally, if you answer yes to any question, you must provide further information about the matter disclosed as well as all related records. Information received shall not be deemed a public record.

We will use the information we receive from you to evaluate the applicant's fitness to be hired or for continued employment. We may also report the information, as appropriate, to ISBE, a State licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer.

Under Illinois law, an employer, school, school administrator, or contractor who provides information or records about a current or former employee or applicant pursuant to this request is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false. This immunity is in addition to, and not a limitation on, any other immunity provided by law or any absolute or conditional privileges applicable to the disclosure by virtue of the circumstances of the applicant's consent to the disclosure. Additionally, this immunity extends to any circumstances when the employer, school, school administrator, or contractor in good faith shares findings of sexual misconduct with another employer.

Unless the laws of another state prevent the release of the information or records requested, or disclosure is restricted by the terms of a contract entered into before July 1, 2023, and notwithstanding any other provisions of law to the contrary, an employer, school, school administrator, contractor, or applicant must report and disclose all relevant information, records, and documentation that may otherwise be confidential.

Please return a copy of your response by email to: *[insert email address]*, or by US mail to:

Thank you for your cooperation,

[Insert title, such as Superintendent or Human Resources Administrator]

Enclosure: *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form*

DRAFT

General Personnel

Administrative Procedure - Coordination with Children’s Advocacy Center ¹

Children’s Advocacy Centers (CACs) are child-focused, trauma-informed, facility-based programs that provide a multi-disciplinary, comprehensive response to child abuse. Illinois CACs are organized and operate under the Children’s Advocacy Center Act. 55 ILCS 80/. CACs are accredited based on standards set by the National Children’s Alliance. 55 ILCS 80/2.5. See www.nationalchildrensalliance.org/.

If the District is located within a county that is served by an accredited CAC, it must coordinate with the CAC to implement the **Alleged Incidents of Sexual Abuse; Investigations** subhead of Board policy 5:90, *Abused and Neglected Child Reporting*. 105 ILCS 5/22-85, ~~added by P.A. 101-531~~. For a map of accredited CACs, and to identify a CAC that may serve the District, see www.childrensadvocacycentersofillinois.org/about/map. Use this procedure to coordinate with the District’s local CAC.

Glossary of Terms

Alleged incident of sexual abuse - An incident of sexual abuse of a child (as defined in the Ill. Criminal Code of 2012, 720 ILCS 5/11-9.1A) that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred either: on school grounds during a school activity, outside of school grounds, or not during a school activity. 105 ILCS 5/22-85(b), ~~added by P.A. 101-531~~. ²

Alleged victim - A student who is alleged to be the victim of an alleged incident of sexual abuse.

Appropriate law enforcement agency - A law enforcement agency whose employees have been involved, in some capacity, with an investigation of a particular alleged incident of sexual abuse. 105 ILCS 5/22-85(b), ~~added by P.A. 101-531~~.

Child advocate - May be a school social worker, a school or equally-qualified psychologist, or a person in a position the Ill. State Board of Education (ISBE) has identified as an appropriate advocate for a student during a school’s investigation into an alleged incident of sexual abuse. 105 ILCS 5/22-85(i), ~~added by P.A. 101-531~~.

Forensic interview - An interview between a trained forensic interviewer, as defined by National Children’s Alliance standards, and a child in which the interviewer obtains information from children in an unbiased and fact finding manner that is developmentally appropriate and culturally sensitive to support accurate and fair decision making by the multidisciplinary team in the criminal justice and child protection systems. 55 ILCS 80/2.5.

School personnel - School employees, vendors, and volunteers.

The footnotes should be removed before the material is used.

¹ This procedure cites the minimum requirements of State law. Modify this procedure based upon the District’s specific implementation needs and any additional needs of the CAC that serves the District.

² See the f/n 14 analysis in [sample](#) policy 5:90, *Abused and Neglected Child Reporting*. To provide boards with clarity, this procedure uses the definition of *sexual abuse* from the Ill. Criminal Code of 2012.

Sexual Abuse and Sexual Assault - See Ill. Criminal Code of 2012 definitions at:

- 720 ILCS 5/11-9.1A. Permitting sexual abuse of a child.
- 720 ILCS 5/11-1.20. Criminal sexual assault.
- 720 ILCS 5/11-1.30. Aggravated criminal sexual assault.
- 720 ILCS 5/11-1.40. Predatory criminal sexual assault of a child.
- 720 ILCS 5/11-1.50. Criminal sexual abuse.
- 720 ILCS 5/11-1.60. Aggravated criminal sexual abuse.

Coordination with CAC

Actor	Action
ISBE	Identifies persons in positions who may be appropriate child advocates for students during a school’s investigation into an alleged incident of sexual abuse. As of March 2023 ³⁰ , ISBE has not identified any persons.
Superintendent or designee	<p>Establishes a CAC Communication Committee (Committee) to operate as a Superintendent committee. See 2:150-AP, <i>Superintendent Committees. Consider</i> including:</p> <ul style="list-style-type: none"> District Nondiscrimination Coordinator (see 2:260, <i>Uniform Grievance Procedure</i>; and 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>) District Safety Coordinator (see 4:170-AP1, <i>Comprehensive Safety and Security Plan, Part C, District Safety Coordinator and Safety Team; Responsibilities</i>) District-level administrators Building Principals (Building Principals are mandatory for successful implementation of the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, <i>Abused and Neglected Child Reporting</i>) School personnel Employees from the accredited CAC that serves the District <p>Chairs and convenes Committee meetings for the purpose of implementing the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, <i>Abused and Neglected Child Reporting</i>.</p> <p>Note: To achieve the minimum requirement of State law that the District coordinate with its local CAC, this procedure establishes an administrative committee. Establishing a committee provides a best practice for aligning with governance principles and examining implementation issues specific to each individual school district and the CACs that serve each district. While smaller school districts, e.g., one-building districts, may be able to implement a program through one meeting, larger school districts will likely require the uniform coordination this Committee provides.</p> <p>Informs the School Board of the Committee’s progress and needs by adding information items to the Board’s agendas as needed.</p>

Actor	Action
	<p>Ensures that at least every two years, school personnel are trained to understand, provide information and referrals to, and address issues pertaining to students who are parents, expectant parents, or victims of domestic or sexual violence. Note: 105 ILCS 5/10-22.39(d) requires this training to be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting students and must include training concerning each of the following:</p> <ol style="list-style-type: none"> 1. Communicating with and listening to student victims of domestic or sexual violence and expectant and parenting students. 2. Connecting student victims of domestic or sexual violence and expectant and parenting students to appropriate in-school services and other agencies, programs, and services as needed. 3. Implementing the school district's policies, procedures, and protocols with regard to such students, including confidentiality.
School Personnel	<p>Upon suspecting or receiving knowledge of an alleged incident of sexual abuse, shall perform each of the following (105 ILCS 5/22-85(c), added by P.A. 101-531:</p> <ol style="list-style-type: none"> 1. Immediately report to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873 (within Illinois); 1-217-524-2606 (outside Illinois); or 1-800-358-5117 (TTY). 2. Follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. 25 ILCS 5/7, added by P.A. 101-531. The written report shall include, if known, each of the following: The name and address of the child, his or her parents/guardians, or other persons having custody; The child's age; The child's condition, including any evidence of previous injuries or disabilities; and Any other information that the reporter believes may be helpful to DCFS for its investigation. 3. Promptly notify the Superintendent or Building Principal that a report has been made.
Superintendent or Building Principal	<p>Immediately coordinates any necessary notifications to the student's parents/guardians with DCFS, the applicable school resource officer (SRO), and/or local law enforcement which includes the local State's Attorney's Office.³</p> <p>Notifies the District's Nondiscrimination Coordinator of the reported alleged incident of sexual abuse.</p>

The footnotes should be removed before the material is used.

³ This sentence implements optional language from sample policy 5:90, *Abused and Neglected Child Reporting*, and should be deleted if the board's adopted policy does not contain it.

Actor	Action
DCFS and/or Appropriate Law Enforcement Agency	<p>Determines whether to accept a reported alleged incident of sexual abuse for investigation. If a reported alleged incident is accepted, refers the matter to the CAC serving the District. 105 ILCS 5/22-85(d), added by P.A. 101-531.</p> <p>Note: If neither DCFS nor law enforcement investigate the alleged incident of sexual abuse, the District can move forward with its own investigation without CAC involvement.</p>
CAC	<p>Coordinates the investigation of the alleged incident of sexual abuse in accordance with its existing multidisciplinary team protocol and National Children’s Alliance accreditation standards. 105 ILCS 5/22-85(e)(1).</p> <p>Facilitates communication between the DCFS/law enforcement multidisciplinary team investigating the alleged incident of sexual abuse and the District’s Nondiscrimination Coordinator.⁴ At a minimum:</p> <ol style="list-style-type: none"> 1. Ensures that all applicable parties have each other’s contact information; and 2. Shares the CAC’s protocol regarding the process of approving the viewing of a forensic interview by school personnel, and a contact person for questions regarding the protocol. 105 ILCS 5/22-85(e)(2), added by P.A. 101-531.
Nondiscrimination Coordinator	<p>Upon being notified of the reported alleged incident of sexual abuse by the Superintendent or Building Principal, shall:</p> <p>Open and conduct the District’s investigation into the alleged incident of sexual abuse in accordance with policy 7:20, <i>Harassment of Students Prohibited</i>.</p> <p>Schedule regular follow-up calls to the CAC to inquire whether DCFS/law enforcement has opened an investigation into the alleged incident of sexual abuse.</p> <p>If DCFS/law enforcement investigation is not opened, stops using this procedure and continues the District’s investigation in accordance with policy 7:20, <i>Harassment of Students Prohibited</i>.</p> <p>If DCFS/law enforcement investigation is opened, continues with the following steps.</p> <p>Notes the date DCFS/law enforcement opened its investigation and sets a reminder for 15 calendar days after it.</p> <p>Note: This time period is important because the CAC has 15 calendar days to conduct a forensic interview of the alleged victim. During this time, the</p>

The footnotes should be removed before the material is used.

⁴ Throughout this procedure “Nondiscrimination Coordinator” may be replaced with Title IX Coordinator or designee, Complaint Manager, School Resource Officer, or the title of any other school personnel leading the school’s investigation into the alleged incident of sexual abuse.

Actor	Action
	<p>District is cannot interview the alleged victim regarding the alleged incident.</p> <p>While the child abuse and/or criminal investigations related to the alleged incident of sexual abuse are being conducted by DCFS/law enforcement, the Nondiscrimination Coordinator:</p> <p>Continues the District’s investigation, which may include interviewing the alleged witnesses and/or the alleged perpetrator.</p> <p>May request information from the alleged victim or his or her parent/guardian to ensure his or her safety and well-being at school during the investigations. 105 ILCS 5/22-85(f), added by P.A. 101-531.</p> <p>Refrains from interviewing the alleged victim until after the CAC completes its forensic interview. 105 ILCS 5/22-85(f), added by P.A. 101-531. ⁵</p> <p>Upon request, must inform DCFS/law enforcement investigators of any evidence it has gathered, as permitted by federal or State law. 105 ILCS 5/22-85(f), added by P.A. 101-531.</p> <p>Note: Evidence gathered by the Nondiscrimination Coordinator during the District’s investigation may be confidential under the Illinois School Student Records Act (105 ILCS 10/) and the Family Rights and Educational Privacy Act (20 U.S.C. §1232g). Consult the Board Attorney regarding what disclosures, if any, are allowed in response to a request from DCFS and/or law enforcement and conditions that must be met prior to disclosure.</p> <p>Schedule regular follow-up calls with the CAC to inquire about the status of the forensic interview of the alleged victim.</p>
CAC	<p>Informs the Nondiscrimination Coordinator that:</p> <ol style="list-style-type: none"> 1. The forensic interview of the alleged victim is complete, and the electronic recording of the forensic interview may be viewed; or 2. The CAC determined a forensic interview will not be conducted. 105 ILCS 5/22-85(g), (h), added by P.A. 101-531.
Nondiscrimination Coordinator	<p>If the electronic recording of the forensic interview of the alleged victim is available for viewing:</p> <ol style="list-style-type: none"> 1. Verifies the CAC has obtained informed consent from an alleged victim over the age of 13 or the alleged victim’s parent/guardian

The footnotes should be removed before the material is used.

⁵ The purpose of waiting to interview and coordinating with CACs is to minimize trauma of an alleged victim by preventing multiple interviews of him/her regarding the alleged incident of sexual abuse. When a DCFS/law enforcement investigation is pending, then the CAC’s forensic interview serves as the interview that other entities, e.g., school districts, may use by viewing or listening to it for their investigations. If a DCFS/law enforcement investigation is pending but the CAC does not conduct a forensic interview, then the school may conduct its own interview of the alleged victim after following the procedures outlined in this procedure.

Actor	Action
	<p>for school personnel to view the forensic interview (105 ILCS 5/22-85(h), added by P.A. 101-531); and</p> <p>Note: Each CAC may have its own consent form. Contact your local CAC to confirm that it will obtain written consent from the alleged victim over the age of 13 or the alleged victim's parent/guardian (if under the age of 13).</p> <p>2. Views the electronic recording of the forensic interview.</p> <p>If the CAC has not performed a forensic interview of the alleged victim within 15 calendar days after DCFS/law enforcement opens an investigation, notifies the CAC that the District intends to interview the alleged victim.</p>
CAC	<p>After receiving notification that the District intends to interview the alleged victim, has 10 additional calendar days to conduct a forensic interview. 105 ILCS 5/22-85(g), added by P.A. 101-531.</p>
Nondiscrimination Coordinator	<p>If the CAC does not conduct a forensic interview of the alleged victim within the 10 additional calendar days, proceeds with the District's interview of the alleged victim. <u>Id.</u></p> <p>If the alleged victim is under 18 years old, makes a child advocate available to the alleged victim and allows the child advocate to be present during the interview. A child advocate may be a school social worker, a school or equally qualified psychologist, or a person in a position that ISBE has identified as an appropriate advocate for a student during a school's investigation into an alleged incident of sexual abuse. 105 ILCS 5/22-85(i), added by P.A. 101-531.</p> <p>Schedules regular follow-up calls to DCFS/law enforcement to inquire if the investigation of an incident has been suspended and/or is complete, including the outcome of the investigation. 105 ILCS 5/22-85(j), (k), added by P.A. 101-531.</p>

General Personnel

Administrative Procedure - Parent/Guardian Notification of Sexual Misconduct ¹

When a District employee, contractor, or agent² is alleged to have engaged in *sexual misconduct* as defined in 105 ILCS 5/22-85.5(c) with a student, the District must first provide notice to the student and then provide written notice to the student’s parents/guardians.

Following the District’s investigation of the alleged sexual misconduct, additional notice must be provided when the Board takes any action relating to the employment of the alleged perpetrator, including whether employment was terminated or whether the Board accepted the employee’s resignation. Notice of formal Board action must first be provided to the student and then written notice must be provided to the student’s parents/guardians.

The only time student notification is not required before parental notification is when a District employee or agent deems it necessary to address an imminent risk of serious physical injury or death of a student or another person, including the victim. If notification is not given to the student first, then it must be given as soon as practicable and without delay following parental notification.

These parent/guardian notification procedures do not apply if the student’s parent/guardian is the alleged perpetrator of sexual misconduct, and/or if the student is at least 18 years of age or emancipated.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Notification of Alleged Sexual Misconduct

Actor	Action
Superintendent or Building Principal	Upon learning that a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with a student: Verifies that the allegation has been reported to the Ill. Dept. of Children and Family Services (DCFS) in accordance with Board policy 5:90, <i>Abused and Neglected Child Reporting</i> . Immediately coordinates any necessary notifications to the student’s parents/guardians with DCFS, the applicable school resource

The footnotes should be removed before the material is used.

¹ 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23. This procedure cites the minimum requirements of State law. Modify this procedure based upon the District’s specific implementation needs.

² Depending upon the facts, agents may also include student teachers and interns. Consult the board attorney as needed for guidance.

Actor	Action
	<p>officer, and/or local law enforcement which includes the local State’s Attorney’s Office. ³</p> <p>Notifies the District’s Nondiscrimination Coordinator⁴ of the reported alleged sexual misconduct.</p>
Nondiscrimination Coordinator	<p>Upon being notified of the reported alleged sexual misconduct by the Superintendent or Building Principal, shall:</p> <p>Determine whether the alleged sexual misconduct is also being investigated by the Ill. Dept. of Children and Family Services (DCFS) and/or law enforcement.</p> <p>Open and conduct an investigation into the alleged incident of sexual misconduct in accordance with policy 7:20, <i>Harassment of Students Prohibited</i>.</p> <p>Considering any DCFS and/or law enforcement investigation(s), identify the appropriate time frame for notifying the student and the student’s parents/guardians of the alleged sexual misconduct. 105 ILCS 5/22-85.10(a)(1), added by P.A. 102-702, eff. 7-1-23.</p> <p>Note: Notification must be provided as soon as feasible after the District becomes aware of the alleged sexual misconduct, subject to the requirements of 105 ILCS 5/22-85(f) restricting interviews of a student who is a victim of an alleged incident of sexual abuse. <u>Id.</u> at (a)(4). See 5:90-AP1, <i>Coordination with Children’s Advocacy Center</i>.</p>
Nondiscrimination Coordinator, School Counselor, and/or a staff member trained in child development	<p>Notifies the student, in a developmentally appropriate manner, with a staff member present who is trained in child development or is one the student trusts, that a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student. Notice will include:</p> <ol style="list-style-type: none"> 1. That notice will be given to the student’s parent(s)/guardian(s) (105 ILCS 5/22-85.10(a)(2)(A), added by P.A. 102-702, eff. 7-1-23); 2. What information will be included in the notice to parent(s)/guardian(s) (<u>Id.</u> at (a)(2)(B)); 3. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin’s Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>);

The footnotes should be removed before the material is used.

³ This sentence implements optional language from sample policy 5:90, *Abused and Neglected Child Reporting*, and should be deleted if the board’s adopted policy does not contain it.

⁴ Throughout this procedure “Nondiscrimination Coordinator” may be replaced with Title IX Coordinator or designee, Complaint Manager, School Resource Officer, or the title of any other school personnel leading the school’s investigation into the alleged sexual misconduct.

Actor	Action
	<ol style="list-style-type: none"> 4. If the student is 12 years of age or older, any available counseling services under 105 ILCS 5/3-550 (105 ILCS 5/22-85.10(a)(2)(C), added by P.A. 102-702, eff. 7-1-23);⁵ and 5. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District’s domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 (<u>Id.</u> at (a)(2)(C), (D)).
Nondiscrimination Coordinator	<p>After the student notification, notifies parent(s)/guardian(s) in writing of:</p> <ol style="list-style-type: none"> 1. The alleged sexual misconduct (<u>Id.</u> at (a)(3)(A)); 2. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin’s Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>); and 3. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District’s domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 ((105 ILCS 5/22-85.10(a)(3)(B), added by P.A. 102-702).

Notification of Board Action

Actor	Action
Superintendent and Nondiscrimination Coordinator	<p>As soon as feasible after the Board takes any action relating to the employment of the alleged perpetrator, notifies the student, in a developmentally appropriate manner, of:</p> <ol style="list-style-type: none"> 1. The fact that notice will be given to the student’s parent(s)/guardian(s) (<u>Id.</u> at (b)(2)(A)); 2. Information that will be included in the notice to parents/guardians (<u>Id.</u> at (b)(2)(B)); 3. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin’s Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>); 4. If the student is 12 years of age or older, any available counseling services under 405 ILCS 5/3-550 (105 ILCS 5/22-85.10(b)(2)(C), added by P.A. 102-702, eff. 7-1-23); and

The footnotes should be removed before the material is used.

⁵ See f/n 7 in sample policy 7:250, *Student Support Services*, for information regarding counseling services under 405 ILCS 5/3-550.

Actor	Action
	<p>5. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District’s domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 (105 ILCS 5/22-85.10(b)(2)(C), (D), added by P.A. 102-702).</p> <p>If the student is no longer enrolled when the Board takes action, written notice may be sent to the last known address in the student’s file. <u>Id.</u> at (b)(5).</p>
Superintendent	<p>After the student notification, notifies parent(s)/guardian(s), in writing of:</p> <ol style="list-style-type: none"> 1. The Board’s action (<u>Id.</u> at (b)(3)(A)); 2. Whether a report concerning the alleged sexual misconduct was or will be submitted to the State Superintendent of Education and the Regional Superintendent⁶ pursuant to 105 ILCS 5/10-21.9 (<u>Id.</u> at (b)(3)(B)); 3. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin’s Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>); and 4. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District’s domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 (105 ILCS 5/22-85.10(b)(3)(C), added by P.A. 102-702). <p>If the student is no longer enrolled when the Board takes action, written notice may be sent to the last known address in the student’s file. <u>Id.</u> at (b)(5).</p>

The footnotes should be removed before the material is used.

⁶ Alternative for districts in suburban Cook County: replace “Regional Superintendent” with “appropriate Intermediate Service Center Executive Director.”

General Personnel

Administrative Procedure - Personnel Records

Applicant Records

Records for a successful employment applicant are maintained with the individual’s employment records. Records for an unsuccessful employment applicant are maintained for no less than five years from the application date.¹ Applicant records include the following if received by the District:

- Employment application forms
- Transcripts
- Previous work experience
- References
- Such other relevant information as the District desires of applicants for screening purposes

Personnel Records

Personnel records for all employees include:

- Pre-employment records, including verification of past employment
- Dates of employment
- Valid certificate and/or evidence of required credentials for services being performed
- Criminal background investigation history and report
- Sexual Misconduct Related Employment History Review (EHR) records²
- Form I-9 required under the Immigration Reform and Control Act³
- Records maintained pursuant to Internal Revenue Service regulations
- Payroll information and deductions, including all records required to be kept by 5:35-AP2, *Employee Records Required by the Fair Labor Standards Act* (29 C.F.R. §§516.2 and 516.3)
- Records maintained for the Ill. Teachers’ Retirement System or the Ill. Municipal Retirement System
- Credit release information
- Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)
- Salary schedule data

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Equal Employment Opportunity Commission regulations require employers to retain all personnel records, including applications, for at least one year from the date the record was made or any personnel action was taken, whichever is later. 29 C.F.R. §1602.14. A longer retention period allows the district to gather data that may be used to defend a discrimination complaint.

² 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. See 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*.

³ For information on Form I-9, see *Handbook for Employers, Instructions for Completing Form I-9, Form I-9 Resources* at: www.uscis.gov/i-9-central/form-i-9-resources ~~www.uscis.gov/files/form/m-274.pdf~~. The Ill. Right to Privacy in the Workplace Act (820 ILCS 55/) imposes requirements on employers who use the E-Verify Program, see: <https://labor.illinois.gov/laws-rules/conmed/privacy-workplace.html> ~~www2.illinois.gov/idol/Laws-Rules/legal/Documents/everify.pdf#search=e%2Dverify%20program~~ and ~~www2.illinois.gov/idol/Laws-Rules/legal/Documents/everify.pdf#search=e%2Dverify%20program~~.

Relevant health and medical records, including the verification of freedom from tuberculosis required by the School Code (105 ILCS 5/24-5) ⁴

Supervisory evaluations

Promotions

Awards received

Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action ⁵

Disciplinary actions and accompanying records

Notice of discharge and accompanying records

Letter of resignation or retirement

Notification that an employee is the subject of an Ill. Dept. of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act (ANCRA) and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded ⁶

Any additional information the District deems to be relevant

In addition to the above, personnel records for all professional personnel include:

Valid certificate for services being performed

Copies of official transcripts required by the School Code (105 ILCS 5/24-23)

Transcripts of graduate work completed

Verification of past teaching experience, if any

Record of in-service work completed

Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning: (1) activities or associations with individuals or groups involved in the physical, sexual, or other exploitation of a minor, or (2) activities occurring on the District's premises or during the employee's working hours that interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, that constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or that could,

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ The Americans with Disabilities Act requires that employment health and medical records be kept separately from the regular personnel file. 42 U.S.C. §12112(d)(3).

⁵ The Personnel Record Review Act (PRRA) restricts an employer's ability to use record information during a proceeding in court or before a hearing officer that was not included in the personnel record. 820 ILCS 40/4. Thus, this item becomes a statement of what must be kept in an employee's personnel record.

⁶ 820 ILCS 40/13; 325 ILCS 5/4 and 5/7.4; see the last section of this procedure for additional requirements. According to ANCRA: (1) DCFS must notify the employer of an individual who is the subject of a formal child abuse or neglect investigation if his or her employment results in frequent contact with children (325 ILCS 5/7.4(b)(4)); and (2) when a report is made by a school district employee involving the conduct of an individual employed by the district, the appropriate Child Protective Service Unit must send a copy of its final finding report to the district superintendent (325 ILCS 5/7.4(c-5)).

by the employee's actions, cause the District financial liability. 820 ILCS 40/9, ~~amended by P.A. 101-531.~~

Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/, and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in 820 ILCS 40/10, an employee is granted access to his or her personnel records at least two times in a calendar year at reasonable intervals. Unless otherwise indicated in an applicable bargaining agreement, access to the employee's personnel records will be according to the following guidelines:

1. The employee must submit a written inspection request to the Superintendent or the Superintendent's designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within seven working days after the request. If such deadline cannot reasonably be met, the District will have an additional seven days to comply.
3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.
5. Neither an employee nor his or her designated representative will have access to records that are treated as exceptions in the PRRA discussed below.
6. The employee may copy material maintained in his or her personnel record. Payment for record copying will be based on the District's actual costs of duplication.
7. The employee may not remove any part of his or her personnel records from his or her file or may not remove any part of his or her personnel records from the District's administrative office.
8. Should the employee demonstrate his or her inability to inspect his or her personnel records in person, the District will mail a copy of the specific record(s) upon written request.
9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.

Requests by Third Parties

The Board Attorney shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately forwarded to the School District's Freedom of Information Officer (see 2:250-

AP1, *Access to and Copying of District Public Records*). Concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action:

1. If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse, ~~or~~ severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by ~~P.A. 101-531~~ 102-702, eff. 7-1-23.
2. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse, ~~or~~ severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by ~~P.A. 101-531~~ 102-702, eff. 7-1-23.
3. If the responsive record is four years old or less, access will be granted (regardless of its nature). The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8, amended by ~~P.A. 101-531~~ 102-702, eff. 7-1-23.
4. The employee will not be informed if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will be denied. 820 ILCS 40/11, 5 ILCS 140/7.5(q).

Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. 820 ILCS 40/8, amended by ~~P.A. 101-531~~ 102-702, eff. 7-1-23.

Restriction on Employee Access

The PRRA, 820 ILCS 40/10, provides that the right of the employee or the employee's designated representative to inspect his or her personnel records does not extend to:

1. Letters of reference for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
3. Materials relating to the employer's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records.

Complying with Requirements in the Abused and Neglected Child Reporting Act

The Superintendent will execute the requirements in ANCRA whenever a District employee makes a report to DCFS involving another District employee's conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee's job performance or qualifications the fact that he or she was the subject of another employee's report to DCFS. Only the fact that a District employee made a report may be disclosed.
2. Inform the District employee who is or has been the subject of such report that the Superintendent will make the disclosure as described above.
3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

Complying with Requirements of Faith's Law ⁷

The Superintendent or designee shall execute the recordkeeping requirements of Faith's Law. This includes performing the following tasks (105 ILCS 5/22-94(e)):

1. At the time of an employee's separation from employment, or upon request of any employee, ensures the completion of the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form, using the Ill. State Board of Education *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response Template* at: www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf.
2. If the District is still investigating an employee for *sexual misconduct*⁸ after the employee's separation from employment, updates the information in the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form accordingly. ⁹
3. Maintains the completed *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form in the employee's personnel file.
4. Responds to employer requests for sexual misconduct related employment history information under *Faith's Law* by: (a) completing the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form provided by the employer within 20 calendar days of receipt, and (b) providing to the employer any relevant information, including copies of personnel records, regarding instances of sexual misconduct in accordance with the instructions on the form.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁷ 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. The contents of this subhead implement: (1) the *Faith's Law* recordkeeping requirements contained in the **Special Superintendent Responsibilities** subhead in sample policy 5:90, *Abused and Neglected Child Reporting*, and (2) the obligation to respond to employer requests for information under *Faith's Law* contained in the **Prospective Employer Inquiries Concerning a Current of Former Employee's Job Performance** subhead in sample policy 5:150, *Personnel Records*.

⁸ *Sexual misconduct* is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

⁹ 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.

LEGAL REF.: 5 ILCS 140/, Freedom of Information Act.
[105 ILCS 5/22-94.](#)
325 ILCS 5/4 and 5/7.4, Abused and Neglected Child Reporting Act.
820 ILCS 40/, Personnel Record Review Act.
23 Ill.Admin.Code §1.660.

DRAFT

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 6 - INSTRUCTION**

Philosophy and Goals

- 6:10 Educational Philosophy and Objectives
- 6:15 School Accountability

Educational Calendar and Organization

- 6:20 School Year Calendar and Day
- 6:20-AP Administrative Procedure – Remote and/or Blended Remote Learning Day Plan(s)
- 6:30 Organization of Instruction

Curriculum

- 6:40 Curriculum Development
- 6:40-AP Administrative Procedure - Curriculum Development
- 6:50 School Wellness
- 6:60 Curriculum Content
- 6:60-AP1 Administrative Procedure - Comprehensive Health Education Program
- 6:60-AP1, E1 Exhibit - Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs
- 6:60-AP1, E2 Exhibit - Resources for Biking and Walking Safety Education
- 6:60-AP2 Administrative Procedure - Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))
- 6:60-AP3 Administrative Procedure - Developmentally Appropriate Consent Education
- 6:65 Student Social and Emotional Development
- 6:70 Teaching About Religions
- 6:70-AP Administrative Procedure - Teaching About Religions
- 6:80 Teaching About Controversial Issues

- 6:90 OPEN
- 6:100 Using Animals in the Educational Program
 - 6:100-AP Administrative Procedure - Dissection of Animals
 - 6:100-E1 Exhibit - Guidelines and Application for Using Animals in School Facilities for Educational Purposes
 - 6:100-E2 Exhibit - Student Permission for Exposure to Animals

Special Programs

- 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 6:120 Education of Children with Disabilities
 - 6:120-AP1 Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities
 - 6:120-AP1, E1 Exhibit - Notice to Parents/Guardians Regarding Section 504 Rights
 - 6:120-AP1, E2 Exhibit - Special Education Required Notice and Consent Forms
 - 6:120-AP2 Administrative Procedure - Access to Classrooms and Personnel
 - 6:120-AP2, E1 Exhibit - Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes
 - 6:120-AP3 Administrative Procedure - Service Animals
 - 6:120-AP3, E1 Exhibit - Guidelines for Service Animals in School Facilities
 - 6:120-AP4 Administrative Procedure - Care of Students with Diabetes
- 6:130 Program for the Gifted
- 6:135 Accelerated Placement Program
 - 6:135-AP Administrative Procedure - Accelerated Placement Program Procedures
- 6:140 Education of Homeless Children
 - 6:140-AP Administrative Procedure - Education of Homeless Children
- 6:145 Migrant Students
- 6:150 Home and Hospital Instruction

- 6:160 English Learners
- 6:170 Title I Programs
 - 6:170-AP1 Administrative Procedure - Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs
 - 6:170-AP1, E1 Exhibit - District-Level Parent and Family Engagement Compact
 - 6:170-AP1, E2 Exhibit - School-Level Parent and Family Engagement Compact
 - 6:170-AP2 Administrative Procedure - Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws
 - 6:170-AP2, E1 Exhibit - District Annual Report Card Required by Every Student Succeeds Act (ESSA)
- 6:180 Extended Instructional Programs
- 6:185 Remote Educational Program
- 6:190 Extracurricular and Co-Curricular Activities
 - 6:190-AP Administrative Procedure - Academic Eligibility for Participation in Extracurricular Activities

Instructional Resources

- 6:200 OPEN
- 6:210 Instructional Materials
- 6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
 - 6:220-E1 Exhibit - Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement
 - 6:220-E2 Exhibit - Bring Your Own Technology (BYOT) Program Student Guidelines
- 6:230 Library Media Program
 - [6:230-AP Administrative Procedure - Responding to Complaints About Library Media Resources](#)
 - [6:230-AP, E Exhibit - Library Media Resource Objection Form](#)
- 6:235 Access to Electronic Networks

- 6:235-AP1 Administrative Procedure - Acceptable Use of the District’s Electronic Networks
- 6:235-AP1, E1 Exhibit - Student Authorization for Access to the District’s Electronic Networks
- 6:235-AP1, E2 Exhibit - Staff Authorization for Access to the District’s Electronic Networks
- 6:235-AP2 Administrative Procedure - Web Publishing Guidelines
- 6:235-E3 Exhibit - Online Privacy Statement
- 6:235-E4 Exhibit - Keeping Yourself and Your Kids Safe On Social Networks
- 6:235-E5 Exhibit - Children’s Online Privacy Protection Act
- 6:240 Field Trips
- 6:240-AP Administrative Procedure - Field Trip Guidelines
- 6:250 Community Resource Persons and Volunteers
- 6:250-AP Administrative Procedure – Resource Persons and/or School Volunteers; Screening
- 6:250-E Exhibit - Resource Person and Volunteer Information Form and Waiver of Liability
- 6:255 Assemblies and Ceremonies
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs
- 6:260-AP Administrative Procedure - Responding to Complaints About Curriculum, Instructional Materials, and Programs
- 6:260-AP, E Exhibit - Curriculum Objection Form

Guidance and Counseling

- 6:270 Guidance and Counseling Program

Achievement

- 6:280 Grading and Promotion
- 6:280-AP Administrative Procedure - Evaluating and Reporting Student Achievement
- 6:290 Homework

- 6:300 Graduation Requirements
 - 6:300-E1 Exhibit - Application for a Diploma for a Service Member Killed in Action or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict
 - 6:300-E2 Exhibit - State Law Graduation Requirements
 - 6:300-E3 Exhibit - Form for Exemption from Financial Aid Application Completion
- 6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
 - 6:310-E Exhibit - Class Substitution Request
- 6:315 High School Credit for Students in Grade 7 or 8
- 6:320 High School Credit for Proficiency
- 6:330 Achievement and Awards
- 6:340 Student Testing and Assessment Program

DRAFT

Instruction

Administrative Procedure - Accelerated Placement Program Procedures ¹

The District's Accelerated Placement Program (APP) places qualified students in an educational setting that includes curriculum usually reserved for students who are older or in higher grades than the student, and is implemented by the Superintendent or designee. 105 ILCS 5/14A.

This administrative procedure contains seven sections as follows:

1. Definitions
2. Annual Notification
3. Referral Process
4. Evaluation Process
5. Eligibility Determination
6. Automatic Enrollment in Advanced High School Coursework
7. Program Reporting, Review, and Expanded Access Plan

Definitions ²

Accelerated placement is the placement of a student in an educational setting with curriculum that is usually reserved for students who are older or in higher grades than the student.³ Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration.⁴

The footnotes should be removed before the material is used.

¹ Customize this procedure to meet the district's needs. It is written in general terms with regard to 105 ILCS 5/14A, the Accelerated Placement Act (APA). Districts may wish to utilize different procedures for different types of accelerated placement. For example, many districts that permit early entrance to kindergarten or first grade require that early entrance requests be submitted by a certain calendar date, often months in advance of the start of a school term, to allow sufficient time for evaluation and the determination of incoming class sizes and staffing needs. The law is silent regarding whether these deadlines may be waived or adjusted for students who move into the district after the deadline; consult the board attorney for further guidance. Districts should also consider implementing specific and objective criteria for early entrance and address such issues as who pays the costs for assessments, etc.

To provide school administrators and personnel with a familiar procedural framework, the **Referral Process, Evaluation Process, and Eligibility Determination** sections of this sample administrative procedure are loosely modeled on the Ill. Council of School Attorneys' *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*. See www.iasb.com/law/icsaspedec.cfm.

² 105 ILCS 5/14A-17 (APA), requires districts to have an accelerated placement program that includes, but need not be limited to, the following types of acceleration: early entrance to kindergarten or first grade, accelerating a child in a single subject, and grade acceleration. The APA does not define these types of acceleration however, they are defined in Ill. State Board of Education (ISBE) regulations at 23 Ill.Admin.Code §227.5.

For high school districts, delete the definitions of *early entrance to kindergarten* and *early entrance to first grade*. If the district offers additional types of acceleration, such as curriculum compacting or telescoping curriculum, then the definitions of such additional types should be added to this section.

³ 105 ILCS 5/14A-17; 23 Ill.Admin.Code §227.5.

⁴ Id. For high school districts, delete "early entrance to kindergarten or first grade." For districts that offer additional types of acceleration, amend this sentence to include those types in the list of accelerated placement offerings.

Early entrance to kindergarten is the admission to kindergarten of a student who: (a) is assessed for and meets the District’s readiness standards to attend school; and (b) will not be five years of age on or before September 1 of that school term. ⁵

Early entrance to first grade is the admission to first grade of a student who is assessed for and meets the District’s readiness standards to attend school. A student may, but is not required to, have attended a non-public preschool and continued his or her education at that school through kindergarten and been taught in kindergarten by an appropriately certified teacher. A student who is younger than six upon starting first grade but who was admitted early to kindergarten does not need to be reevaluated prior to admission to first grade. ⁶

Individual subject acceleration is the practice of assigning a student to a specific content area at a higher instructional level than is typical given the student’s grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.⁷ It may be accomplished by either: (a) physically moving the student to a higher level class for instruction; or (b) using higher level curricular or study materials in the student’s current classroom.

Whole grade acceleration is the practice of assigning a student to a higher grade level than is typical, given the student’s age, on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.⁸ Commonly referred to as skipping a grade, grade acceleration may be done at the beginning of or during the school term.

Annual Notification ⁹

Actor	Action
Superintendent or designee	Annually notifies the community, including community-based organizations, providers of out-of-school programs, parent(s)/guardian(s), students, and school personnel, about the: <ol style="list-style-type: none"> 1. APP 2. Process for referring a student for possible evaluation for accelerated placement, including: <ol style="list-style-type: none"> a. Steps to be taken to make a referral; b. Individual(s) to whom a referral may be submitted; c. Deadlines by which a referral must be made; and

The footnotes should be removed before the material is used.

⁵ 23 Ill.Admin.Code §227.5. Use the following alternative in a district operating on a year-round basis:
Early entrance to kindergarten is the admission to kindergarten of a student who: (a) is assessed for and meets the District’s readiness standards to attend school; and (b) will not be five years of age within 30 days after the commencement of that school term.

⁶ 23 Ill.Admin.Code §227.5.

⁷ Id.

⁸ Id.

⁹ Optional. 105 ILCS 5/14A-32(b)(1), ~~amended by P.A. 101-654~~, permits, but does not require “procedures for annually informing the community at-large, including parents or guardians, community-based organizations, and providers of out-of-school programs, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework[.]” Delete if the board has not included annual notification language in its adopted policy 6:135, *Accelerated Placement Program*.

Actor	Action
	<p>d. Information that must be provided in the referral.</p> <ol style="list-style-type: none"> 3. Methods used to determine whether a student is eligible for accelerated placement. 4. Strategies used to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. <p>Provides such notification:</p> <ol style="list-style-type: none"> 1. By varied communication methods, such as student handbooks and District/school websites; and 2. In multiple languages.

Referral Process

Actor	Action
<p>Parent(s)/Guardian(s), Licensed Educational Professionals, Student (with written consent of a parent/guardian), or Peer (through a licensed educational professional who has knowledge of the student’s abilities).</p> <p>In addition to the above-noted individuals, referrals for possible early entrance to kindergarten or first grade may also come from: Preschool Educator, Non-public Kindergarten Teacher, Pediatrician, or Psychologist who knows the student. ¹⁰</p>	<p>Refers a student for possible evaluation for accelerated placement using the process set forth in this procedure.</p>
<p>Student Services Director, Building Principal, or designee</p>	<p>Within [insert number] school days after receiving a referral, determines whether an evaluation for accelerated placement is warranted.</p> <p>To determine whether an evaluation is warranted, may review existing data about the student, utilize screening data, and conduct preliminary procedures such as observation of the student,</p>

The footnotes should be removed before the material is used.

¹⁰ 105 ILCS 5/14A-32(b)(2) recommends that the referral process allow for multiple referrers, and specifically notes that referrers for possible early entrance may include “a preschool educator, pediatrician, or psychologist who knows the child.” High school districts should delete the list of additional referrers for possible early entrance. ISBE regulations define *multiple referrers* as including, but not being limited to, “the student’s parents or guardian, current teachers, district gifted coordinator or gifted education specialist, guidance counselor, principal, and school psychologist.” 23 Ill.Admin.Code §227.5.

Actor	Action
	<p>consultation with the teacher or other individual making the request, and a conference with the student.</p> <p>Provides the student’s parent(s)/guardian(s) with written notice of the referral determination. For cases not warranting an evaluation, the process ends here. For cases warranting an evaluation, proceed to Evaluation Process, below.</p>

Evaluation Process

Actor	Action
Student Services Director, Building Principal, or designee	<p>Convenes an Evaluation Team (consisting of District teacher(s) and school support personnel, as appropriate) having the knowledge and skills necessary to:</p> <ol style="list-style-type: none"> 1. Identify multiple valid, reliable indicators¹¹ to use during the evaluation; 2. Identify appropriate assessment instruments; 3. Administer said assessments; and 4. Interpret evaluation results. <p>The composition of the team may vary depending upon the type of acceleration requested and other relevant factors.</p>
Evaluation Team	<p>Identifies multiple valid, reliable indicators and any assessment instruments appropriate to use during the evaluation.</p> <p>Prepares a written document identifying the evaluation components. This may occur without a meeting.</p>
Student Services Director, Building Principal, or designee	<p>Provides parent(s)/guardian(s) with written notification of the Evaluation Team’s conclusions regarding the evaluation components and requests parent(s)/guardian(s)’ written consent to conduct the evaluation.</p>
Parent/Guardian	<p>Provides written consent to conduct the evaluation.</p>
Evaluation Team	<p>Completes the evaluation within [insert number] school days following the date of receipt of parent(s)/guardian(s)’ written consent to conduct the evaluation.</p> <p>Ensures the evaluation is nondiscriminatory and follows policy 7:10, <i>Equal Educational Opportunities</i>.</p>

The footnotes should be removed before the material is used.

¹¹ Required by 105 ILCS 5/14A-32(a)(4). *Multiple valid, reliable indicators* are not defined in the APA or ISBE regulations; some attorneys prefer using “standardized and norm-referenced indicators” instead.

Eligibility Determination

Actor	Action
Evaluation Team	<p>Convenes a meeting¹² with parent(s)/guardian(s) to review evaluation results and determine eligibility for the APP. Provides parent(s)/guardian(s) with written notice of eligibility determination.</p> <p>If the student is found eligible for the APP, prepares and provides parent(s)/guardian(s) with a written plan detailing the type of acceleration the student will receive and strategies to support the student. ¹³</p> <p>If the student is not found eligible for the APP, provides parent(s)/guardian(s) with written notice of their right to appeal the eligibility determination, within five calendar days after receiving the determination, by submitting a written request to the Superintendent. ¹⁴</p>
Parent/Guardian	<p>If desired, within [<i>insert number</i>] calendar days after receiving written notice that student is not eligible for the APP, submits written appeal to the Superintendent.</p>
Superintendent	<p>Within [<i>insert number</i>] calendar days after receiving the written appeal request, reviews the case, and provides parent(s)/guardian(s) with written notice of his/her decision.</p> <p>The Superintendent’s decision is final.</p>

Automatic Enrollment in Advanced High School Coursework ¹⁵

Actor	Action
Student Services Director, Building Principal, or designee	<p>Identifies students who qualify for automatic enrollment in the “next most rigorous level of advanced coursework” (NMR) offered by the District, for the following school term, by</p>

The footnotes should be removed before the material is used.

¹² Convening a meeting with parents/guardians is not required, however, 105 ILCS 5/14A-32(a)(2) requires “a fair and equitable decision-making process that involves multiple persons and includes a student’s parents or guardians.” A meeting logically allows the Evaluation Team to explain evaluation results, parent(s)/guardian(s) to ask questions and be heard, and all stakeholders to be involved in the eligibility determination. Delete this sentence if the district will not offer a meeting.

ISBE regulations define *multiple persons* as including, but not being limited to, “the student’s parent or guardian, current teachers, district gifted coordinator or gifted education specialist, guidance counselor, principal, and school psychologist. 23 Ill.Admin.Code §227.60.

¹³ Optional. The APA permits but does not require this written plan. 105 ILCS 5/14A-32(b)(3).

¹⁴ Optional.

¹⁵ Required [only for districts with grades 9-12 by the fall of 2023](#). 105 ILCS 5/14A-32(a-5), ~~added by P.A. 101-654 and amended by P.A. 102-209. Delete for elementary school districts.~~ See f/n 10 in sample policy 6:135, *Accelerated Placement Program*, for further discussion of this requirement. Written notice to parents/guardians is not required but is a best practice to memorialize that automatic enrollment into the next level of advanced coursework and the option of alternative coursework were offered to qualified students.

Actor	Action
	<p>reviewing State assessment results in English language arts, mathematics, and science.</p> <p>For English language arts, the NMR includes courses in English, social studies, humanities, or related subjects. ¹⁶</p> <p>For a student entering grade 12, the NMR in English language arts or mathematics must be a dual credit course (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an Advanced Placement course (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the NMR may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the District. ¹⁷</p> <p>Provides written notice to parent(s)/guardian(s) of a qualified student of the student’s eligibility for automatic enrollment in the NMR level of advanced coursework offered by the high school that:</p> <ol style="list-style-type: none"> 1. Identifies the course(s) the student is eligible for, including the location and schedule, if known, of the course(s); 2. Informs the parent(s)/guardian(s) of the option to instead enroll the student in alternative coursework that better aligns with the student’s postsecondary education or career goals; ¹⁸ 3. Identifies the alternative coursework the student is eligible for, including the location and schedule, if known, of the alternative coursework; and 4. Requests that the parent(s)/guardian(s) notify the District within [insert number] calendar days of their course enrollment decision.
Parent/Guardian	Provides the District with written notice of their course enrollment decision within [insert number] calendar days after receiving the written notice ⁵ .

The footnotes should be removed before the material is used.

¹⁶ *Id.* at (a-5)(1).

¹⁷ 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209. ~~Delete for elementary school districts.~~

¹⁸ 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209.

Program Reporting, Review, and Expanded Access Plan

Actor	Action
Superintendent, Student Services Director, or designee	<p>Submits by July 31 each year to the Ill. State Board of Education (ISBE) through the Student Information System (SIS): ¹⁹</p> <ol style="list-style-type: none">1. Demographic information for each student participating in the APP;2. Student participation in the APP; and3. Type of APP placement. <p>Reviews disaggregated data on APP participation and successful completion rates to address gaps among demographic groups in accelerated placement opportunities. ²⁰</p> <p>Develops <u>and, as necessary, updates, on or before 11-1-22</u>; a plan to expand access to the APP and to ensure the teaching capacity necessary to meet any increased demand. ²¹</p>

DRAFT

The footnotes should be removed before the material is used.

¹⁹ 23 Ill. Admin.Code §227.60(b).

²⁰ Optional. 105 ILCS 5/14A-32(b)(5), ~~added by P.A. 101-654.~~

²¹ 105 ILCS 5/14A-32(d), ~~added by P.A. 101-654.~~

Students

Administrative Procedure - Responding to Complaints About Library Media Resources

Actor	Action
Parents/Guardians, Employees, or Community Members	Submits any feedback or complaints about the District’s library media resources to the Building Principal, using 6:230-AP, E, <i>Library Media Resource Objection Form</i> .
Building Principal	<p>Directs any parent/guardian, employee, or community member wishing to submit formal feedback or a complaint regarding the District’s library media resources to complete 6:230-AP, E, <i>Library Media Resource Objection Form</i>.</p> <p>If the complaint alleges a violation of law or board policy, refers the complaint to the District Complaint Manager for processing under Board policy 2:260, <i>Uniform Grievance Procedure</i>.</p> <p>Transmits the <i>Library Media Resource Objection Form</i> to the Superintendent or designee for further action.</p>
Superintendent, in consultation with the School Librarian	<p>Determines on a case-by-case basis what action, if any, will be taken in response to a complaint about a library media resource. In making a determination, considers whether the library media resource is aligned with the criteria set forth in Board policy 6:230, <i>Library Media Program</i>, specifically, does the resource in question:</p> <ol style="list-style-type: none"> 1. Supplement classroom instruction 2. Foster reading for pleasure 3. Enhance information literacy 4. Support research 5. Align with the principles of the American Library Association’s <i>Library Bill of Rights</i> regarding selection of materials, which include: <ol style="list-style-type: none"> a. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. b. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. <p>Consults with the Board Attorney regarding responses to complaints about library resources.</p> <p>Prepares and sends a written response to the person who submitted the <i>Library Media Resource Objection Form</i>, informing the person of the District’s decision.</p> <p>Notes on the <i>Library Media Resource Objection Form</i> the date on which the response was provided and attaches the response to the form.</p>

Instruction

Exhibit - Library Media Resource Objection Form

Use this form to submit feedback and/or complaints about the District’s library media resources. Please complete this form and return it to the Building Principal, who will submit it to the Superintendent or designee. Please print.

Book/Library Resource Title

School

Please explain why you object to this library resource and state your desired outcome, if any. Please be specific.

Complainant name (*please print*)

Telephone

Email Address

Complainant represents:

Student

Parent/guardian of student

Other

Complainant address

Complainant signature

Date

Completed by the Superintendent or designee.

Written response provided to Complainant on: _____ (attach response to this form)

Superintendent or Designee Signature

Date

Students

Exhibit - Resource Guide for Bullying Prevention

General Resources

Safe2Help Illinois:

www.safe2helpil.com/

ISBE's Ill. State Board of Education School Bullying Prevention Task Force Report:

www.isbe.net/Documents/SBPTF/sbptf_report_030111.pdf
www.isbe.net/Documents/sbptf_report_030111.pdf

Resources section of the website managed by the U.S. Department of Health & Human Services:

www.stopbullying.gov

Bullying in Schools - Cops – U.S. Department of Justice:

<https://cops.usdoj.gov/RIC/Publications/cops-w0018-pub.pdf>

Restorative Discipline Resources

Positive Behavior Intervention & Supports (PBIS):

www.pbis.org/
www.pbis.org/school/default.aspx

Social and Emotional Learning Standards:

www.isbe.net/Documents/SEL-Standards.pdf
www.isbe.net/Pages/Social-Emotional-Learning-Standards.aspx

Dignity in Schools:

<http://dignityinschools.org/take-action/model-school-code/>

Illinois Balanced and Restorative Justice:

<https://ibarj.org/>

Conditions for Development and Learning; Data Collection Resources

Centers for Disease Control and Prevention (CDC)'s *Measuring Bullying Victimization, Perpetration, and Bystander Experiences: A Compendium of Assessment Tools*:

<https://www.cdc.gov/violenceprevention/pdf/bullycompendium-a.pdf>

Safe Supportive Learning's School Climate ~~Survey~~ ~~Measurement~~ Compendium:

<https://safesupportivelearning.ed.gov/topic-research/school-climate-measurement/school-climate-survey-compendium>
<https://safesupportivelearning.ed.gov/index.php?id=133>

PBIS:

www.pbis.org/school/default.aspx

CDC's *Youth Violence: Measuring Violence-Related Attitudes, Behaviors, and Influences Among Youths: A Compendium of Assessment Tools - Second Edition*:

https://www.cdc.gov/violenceprevention/pdf/yv_compendium.pdf

CDC's *Intimate Partner Violence and Sexual Violence Victimization Assessment Instruments for Use in Healthcare Settings, Version 1*:

<https://www.cdc.gov/violenceprevention/pdf/ipv/ipvandsvscreening.pdf>

World Health Organization's ~~Information Series on School Health's Document 10~~, *Creating an Environment for Emotional and Social Well-Being: an important responsibility of a health promoting and child-friendly school.*

https://apps.who.int/iris/handle/10665/42819www.who.int/school_youth_health/media/en/sch-childfriendly_03_v2.pdf

Rachel's Challenge:

<https://rachelschallenge.org>

DRAFT

Students

Exhibit - Be a Hero by Reporting Bullying

Who reports?	YOU, if you have information about bullying, harassment, and/or a threat of one of these actions. It doesn't matter whether you are the target of bullying or think someone is being bullied, please report it!
What do I report?	<p>Any activity that targets someone to be hurt in any way. Bullying, harassment, and threats take many forms. One thing they have in common – someone is targeted to be hurt. Examples of these hurtful behaviors include unwanted teasing, intimidation, physical violence, humiliation, spreading false rumors, social exclusion, or theft or destruction of property.</p> <p>Bullying, harassment, and threats may occur almost anywhere students go – in school buildings, on school grounds or buses, or at bus stops, for example. Bullying or harassing may also occur using social networking sites or cell phones.</p>
When should I report?	As soon as possible.
Where or how do I report?	<p>Tell any school staff member. You may do this in person, by phone, or by email. You may be asked to complete 7:180-AP1, E5, <i>Report Form for Bullying</i>.</p> <p>You may make an anonymous tip.</p>
Why should I report?	Fear and abuse have no place in our school. Be a hero and report bullying. If you are being bullied, a report will help you and other students who may also be targeted for bullying.
What will happen after I report?	<p>An Administrator will:</p> <ol style="list-style-type: none"> 1. Acknowledge and review your report. 2. Treat your report with privacy and respect its sensitive nature. 3. Investigate your report. The school will not bring students who bully and those they bully into the same room to confront each other. All interviews will be private. 4. Take appropriate action that may include increased monitoring and supervision, restructuring schedules, additional resources, and disciplinary action for conduct code violations, among others. 5. Provide you with feedback, if appropriate.

Students

Exhibit - Memo to Staff Regarding Bullying

On District or School Letterhead

Date

Re: Bullying

All staff members:

Please join me in stopping and preventing student bullying in our school. The purpose of this letter is to introduce you to our three-pronged approach that will help accomplish this goal.

First - If a student reports bullying to you, respond immediately and with compassion. Ask for the basic facts (who-what-when-where). Refer the report to my office. Give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*.

Second - Provide me your feedback and concerns. Do you know of any bullying *hot spots* that need additional supervision or monitoring? Are there known bullies or targets of bullying?

Third - Intervene immediately to stop a bullying incident. When teachers or adults ignore bullying, students interpret it as acceptable behavior. Immediately contact administration and building security or law enforcement if the incident involves a weapon or other illegal activity.

Bullying is defined in School Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, as follows:

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property.
2. Causing a substantially detrimental effect on the student's or students' physical or mental health.
3. Substantially interfering with the student's or students' academic performance.
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

The Board's entire policy may be found on the District's website. Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Students

Exhibit - Memo to Parents/Guardians Regarding Bullying

On District *or School* Letterhead

Date

Re: Bullying

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goals statement:

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying is defined as follows:

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

I asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*. I will inform you whenever your child is involved in a bullying report.

I also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact building security and or law enforcement if the incident involves a weapon or other illegal activity.

Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
- Talks about not having any friends
- Has unexplained bruises, cuts, scratches, or abrasions
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, ask your child whether ~~he or she is~~ they are being bullied.

Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

DRAFT

Students

Exhibit - Report Form for Bullying

To be completed by the bullying target, witness, or person with information about an incident of bullying and submitted to the Building Principal's office. Make readily accessible via website(s) and other publicized designated areas in schools.

Please print and check appropriate boxes.

Name: _____ Date: _____

Student Parent Staff Other _____

Indicate here if you prefer to remain anonymous: Yes No

Are you the target of the bullying that your are reporting: Yes No

Date of incident: _____ Time of Incident: _____

Person(s) being reported as targets of bullying:

Name: _____ Student Staff

Name: _____ Student Staff

Name: _____ Student Staff

Person(s) being reported as aggressors engaged in bullying:

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Person(s) who witnessed the bullying:

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Was the incident based on any of these characteristics? (Check all that apply).

- Race
- Color
- Nationality
- Sex
- Sexual orientation
- Gender identity
- Pregnancy
- Gender-related expression
- Ancestry
- Age
- Religion
- Physical disability

- Mental disability
- Order of protection status
- Homeless status
- Marital status
- Parental status
- Associated with person/group with one or more of the above actual or perceived characteristics
- Other _____
- I do not know.

Student(s) were targeted for bullying in the following way(s): (Check all that apply.)

- Electronic devices (e.g., internet, social media platforms, text, email, cyberbullying, etc.)
- Written communication (e.g., handwritten notes, other written documents, email, etc.)
- Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
- Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
- Social (e.g., purposeful exclusion, causing psychological harm, etc.)
- Items depicting implied hatred or prejudice were worn, possessed or displayed
- Other (please explain): _____

Student(s) were targeted for bullying in the following place(s): (Check all that apply.)

- Classroom
- Locker room
- Hallway
- Extracurricular activity
- Cafeteria
- Bus
- Restroom
- Bus stop
- Gym
- School or related activity or event
- Other: _____

Please tell us about the incident in your own words. Use as much detail as possible - what time did the incident(s) take place, who witnessed it, what was said, what types of interactions occurred (physical, written, social, electronic, etc.)

The above information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Students

Exhibit - Interview Form for Bullying Investigation

To be completed by the Building Principal or designee to obtain information about a bullying report. Use this form as a coversheet for each person interviewed during the investigation.

Name of person interviewed: _____ Date: _____

Name of interviewer: _____ Title: _____

Instructions for Interviewer

1. Protect the identity of the student who reports. Begin a prompt, thorough and impartial investigation by interviewing witnesses separately in a private location with a school colleague present (not the school resource officer). Use the **Questions** section below to guide your notes while you interview the person listed above. Attach to 7:180-AP1, E7, *Response to Bullying*.
2. Make your notes on a separate document and attach them to this form.
3. Review and preserve any videos, photos, screenshots or other physical evidence and label it.
4. File this form, notes, and any other evidence provided in a designated investigation and response folder.
5. Use this form to complete 7:180-AP1, E7, *Response to Bullying*.
6. Create a *Basic Facts* section, i.e., who, what, where, when, why and how.
7. Record the actions and behavior that were experienced or observed (follow-up with leading questions to complete the description of what happened and its consequences, if necessary).
8. Include open-ended questions. For example, ask “How are you feeling?” “How has what happened affected you?”

Questions

1. Has this happened before?
2. Do you fear for your safety? How? Where (at school, home, or both places)?
3. Do you fear that harm would come to any of your personal property? How?
4. AgeIn a developmentally appropriate by manner, ask whether the target’s health (physical, emotional, and/or mental) has been affected. How (seen by a doctor, missing school)?
5. Has your academic performance been affected? How (increase in tardiness/absences, grades going down, missed assignments)?
6. Have you quit or modified attendance in any extracurricular activities?
7. Have you changed any of your usual routines at school (using different hallway, skipping lunch in lunchroom or using different lunch period, taking different route to school, etc.)?
8. Why do you think this behavior is happening?
9. What will help make you feel safe?

Students

Exhibit - Response to Bullying

To be completed by the Building Principal and attached as a coversheet for the school office's designated bullying report investigation and response folder. Place a copy of the completed coversheet only (not attachments) in each listed student's temporary school student record. Redact all student names other than the student's name for which the record pertains.

Investigator: _____ Title: _____

Investigation

File an interview form for each party interviewed in the designated investigation and response folder.

Check here to indicate that all interview forms have been properly completed and filed.

Target: _____ Date: _____

Aggressor: _____ Date: _____

Witnesses: _____ Date: _____

_____ Date: _____

_____ Date: _____

Are there any prior documented incidents by the aggressor identified above? Yes No (Attach information)

If yes, have incidents involved target or target group previously? Yes No

Findings

Bullying Other: _____

Aggressor motivated by protected characteristics listed in policy 7:20, *Harassment of Students Prohibited*.

Bullying Investigation Response

Response and Plan for Target (Check all that apply and include descriptions.)

Contact parent/guardian: _____ Date: _____

Circle contact method: Phone Email Letter In-person Other: _____

Safety plan: _____

Increase staff supervision: _____

Education: _____

Minimize contact with aggressor: _____

District resources: (Student Services/IDEA/504) _____

Other: _____

Target follow-up scheduled date: _____ Date and initial completed: _____

Parent/guardian follow-up date: _____ Date and initial completed: _____

Circle contact method: Phone Email Letter In-person Other: _____

Provide parent/guardian with copies of Board policies 2:260 and 7:180. Date: _____

Response and Plan for Aggressor (Check all that apply and include descriptions.)

Contact parent/guardian: _____ Date: _____

Circle contact method: Phone Email Letter In-person Other: _____

7:190-E1, *Aggressive Behavior Reporting Letter and Form* sent Date: _____

Provide parent/guardian with copies of Board policies 2:260 and 7:180 Date: _____

Restorative Responses

Safety plan: _____

Increase staff supervision: _____

Education: _____

Non-District affiliated psychological services : _____

Alternative school assignment: _____

Minimize contact with target: _____

District resources (Student Services/IDEA/504): _____

Other: _____

Punitive Responses

Loss of privileges: _____

Detention: _____

Suspension: _____

Expulsion: _____

Community agency service: _____

Reciprocal Reporting Act utilized: Yes No _____

Report to School Resource Officer/Law Enforcement: _____

Other: _____

Aggressor follow-up date: _____ Date and initial completed: _____

Circle contact method: Phone Email Letter In-person Other: _____

Parent/guardian follow-up date: _____ Date and initial completed: _____

Circle contact method: Phone Email Letter In-person Other: _____

Contact District complaint manager: _____ Date: _____

Target response implementation: _____

Aggressor response implementation: _____

Systemic culture/climate intervention: _____

Referral to address needs for ideal conditions for developmental learning: _____

Other: _____

Submit reports to: Building Principal (if not the investigator) Date: _____

Superintendent Date: _____

Signature of investigator: _____ Date: _____

DRAFT

Students

Student Handbook - Hazing Prohibited ¹

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. ²

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or ³
2. Expulsion for the remainder of the school term. ⁴

The footnotes should be removed before the material is used.

¹ State or federal law controls this student handbook provision's content. This provision concerns an area in which the law is unsettled in that a school's authority to discipline a student for off-campus hazing is unclear and highly fact-sensitive.

The district itself may be liable for a civil rights violation when school officials participate in hazing rituals. Hilton v. Lincoln-Way High Sch., 1998 WL 26174 (N.D. Ill. 1998) (female band member, who was hazed during a required retreat, stated a cause of action under §1983).

A district must identify a connection between a student's off-campus misconduct and the school before it may suspend or expel a student. In a case involving an off-campus *powder puff* football game that evolved into senior girls physically hazing junior girls, the federal judge upheld a school's authority to discipline students, saying: "When one set of students sets to prey upon another set of students in a ritualistic exercise, the consequences of which will necessarily effect the students' relationships while they are all in attendance at the same school, the ability of school officials to act in the area and discipline those who went beyond the pale of tolerable student behavior is manifest." Gendelman v. Glenbrook North High Sch. and Northfield Twp. Sch. Dist. 225, 2003 WL 21209880 (N.D. Ill. 2003). In that case, the school handbook expressly prohibited hazing and harassment; this prohibition was not limited to school sponsored events.

Schools have greater latitude to remove students from extracurricular participation than to suspend or expel them from school. See sample policy 7:240, *Conduct Code for Participation in Extracurricular Activities* [and its discussion of court cases in f/n 3](#).

School employees who observe hazing that results in bodily injury to a student must report it to the building principal or superintendent; see [sample policy 5:90, Abused and Neglected Child Reporting](#).

² According to Illinois criminal law, a person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person. (720 ILCS 5/12C-50(a)). Hazing is a Class A misdemeanor, except hazing that results in death or great bodily harm is a Class 4 felony. 720 ILCS 5/12C-50(b). People v. Rokita, 148 Ill.2d 15 (1992)(hazing statute was not overbroad by punishing constitutionally protected speech because it reached only conduct that recklessly, knowing, or intentionally results in bodily injury).

³ See [sample policy 7:200, Suspension Procedures](#), for further information concerning student suspension.

⁴ See [sample policy 7:210, Expulsion Procedures](#), for further information concerning student expulsion.

Students

Administrative Procedure - Guidelines for Investigating Sexting Allegations

Establishing procedures with local law enforcement agencies and State's attorneys to investigate allegations of sexting protects the District, its staff and its students from the broad legal implications that sexting allegations present. This administrative procedure contains three sections:

1. Glossary of Terms
2. Preparation of Guidelines for Investigating Sexting Allegations
3. Investigation and Management of Sexting Allegations

Glossary of Terms

Electronic device: any type of electronic communication device, defined [in the Juvenile Court Act of 1987](#) at 705 ILCS 405/3-40(a). It includes, but is not limited to, a wireless telephone, personal digital assistant, or a portable or mobile computer, that is capable of transmitting images or pictures. This includes cellular telephones (see www.thesaurus.com/, listing cellular and wireless telephones as synonyms). For more discussion, see f/n 3 in administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*.

Sexting: a portmanteau word of sex and texting with no clear definition. It is commonly explained as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the internet. For purposes of this procedure, it also includes:

1. Indecent visual depiction, which under the Juvenile Court Act of 1987 means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female,¹ a fully or partially developed breast of the person (705 ILCS 405/3-40(a) (enacted to provide law enforcement officials an alternative to bringing child pornography charges against minors in possession of indecent visual depictions through placing them under the supervision of juvenile courts)), or
2. Non-consensual dissemination of private sexual images, which under the Criminal Code of 2012 is a crime that is committed when a person:
 - a. intentionally disseminates an image of another person:
 - i. who is at least 18 years of age; and
 - ii. who is identifiable from the image itself or information displayed in connection with the image; and
 - iii. who is engaged in a sexual act or whose intimate parts are exposed, in whole or in part; and
 - b. obtains the image under circumstances in which a reasonable person would know or understand that the image was to remain private; and
 - c. knows or should have known that the person in the image has not consented to the dissemination (720 ILCS 5/11-23.5**(b)**).

The footnotes should be removed before the material is used.

¹ 705 ILCS 405/3-40(a) assumes sex is binary and does not address transgender females or individuals who identify as nonbinary. Consult the board attorney about this definition if an involved student is transgender or nonbinary.

Preparation of Guidelines for Investigating Sexting Allegations

This section identifies best practices to create guidelines for investigating sexting allegations at the District-wide level. The Superintendent should discuss this procedure with local law enforcement agencies and State’s attorneys to minimize the potential legal implications for students and administrators that managing sexting in school presents. Customize the procedure to each District’s specific needs.

Actor	Action
Superintendent or designee	<p>Convene a meeting with the Board Attorney, local law enforcement agencies, and State’s attorney to determine best practices and procedures for investigating sexting in the District. Use the Investigation and Management of Sexting Allegations section (see below) as a template for discussion at the meeting and customize it to meet local considerations as necessary.</p> <p>Ask the Board Attorney to provide direction about searching student owned electronic devices in Step 2: Isolate Evidence / Confiscate Device in the Investigation and Management of Sexting Allegations section (see below).</p> <p>Searching electronic devices involves Fourth Amendment search and seizure and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and look through the phone, or getting a warrant solves this issue. Note: See <i>Searching and Seizing Computers and Obtaining Electronic Evidence Manual</i> (Sept. 2009), Chapter 3, The Stored Communication Act, at:</p> <p>https://www.justice.gov/file/442111/download www.justice.gov/sites/default/files/criminal-ccips/legacy/2015/01/14/ssmanual2009.pdf, and Orin S. Kerr, <i>A User’s Guide to the Stored Communications Act, and a Legislator’s Guide to Amending It</i>, <i>George Washington Law Review</i> (Aug. 2004), at:</p> <p>courses.ischool.berkeley.edu/i205/s10/readings/week10/kerr-storedcomm.pdf.</p> <p>Identify and list all State’s attorneys and local law enforcement agencies with jurisdiction over the District’s boundaries. Provide this list to all Building Principals in the District.</p> <p>Provide the local State’s attorney offices and law enforcement agencies with an annual list of school buildings and the names of each building’s administrators that are located within their jurisdictions.</p> <p>Invite local State’s attorney offices and law enforcement agencies to meet with District school officials to provide input on how the District should manage sexting.</p> <p>Add an agenda item about sexting to a Parent Teacher Advisory Committee meeting (see policy 2:150, <i>Committees</i>). Include information from</p>

Actor	Action
	<p>discussions with State’s attorneys and local law enforcement about the issue. Discuss local considerations for:</p> <ol style="list-style-type: none"> 1. Disciplinary actions and consequences in response to sexting; and 2. Sexting education and prevention efforts. <p>Consider adding information about the negative consequences of sexting to the District’s sex education curriculum. See, U.S. Dept. of Justice (DOJ) Guide titled <i>Citizen’s Guide to United States Federal Child Exploitation and Obscenity Laws</i>, at: www.justice.gov/criminal-ceos/citizens-guide-us-federal-child-exploitation-and-obscenity-laws; MTV’s four-part series titled <i>Sexting in America: When Privates Go Public</i>, available at: www.mtv.com/news/1631123/mtv-news-sexting-in-america-when-privates-go-public-premieres-on-valentines-day/.</p> <p>Consider adding the above resources to 4:170-AP2, E4, <i>Exhibit-Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i>.</p> <p>Convene a meeting with Building Principals to inform them of the District’s Investigation and Management of Sexting Allegations procedures (see below).</p> <p>Raise awareness of and increase educational opportunities about sexting as necessary. Follow the Parent Teacher Advisory Committee’s recommendations for providing sexting education and prevention efforts.²</p> <p>Invite the local State’s attorney and local law enforcement to participate in the District’s education and prevention efforts.</p>
Building Principals	<p>Educate building staff members about the procedures for Investigation and Management of Sexting Allegations (see below).</p> <p>Follow the Investigation and Management of Sexting Allegations.</p>

Investigation and Management of Sexting Allegations

This section relies upon the Building Principal or designee to manage several practical and legal implications when conducting sexting allegation investigations.

Actor	Action
Building Principal or designee	<p>Step 1: Investigate</p> <p>Determine where actions took place.</p> <p>Contact parents/guardians of all students involved.</p> <p>Contact the Superintendent and request permission to contact the Board Attorney.</p> <p>Step 2: Isolate Evidence / Confiscate Device</p>

The footnotes should be removed before the material is used.

² If a district offers the National Sex Education Standards (NSES), any recommendations should align with NSES. See [sample policy 6:60, Curriculum Content, and its f/n 34](#).

Actor	Action
	<p>NEVER transfer or store depictions on personal or school electronic devices to minimize accusations of possession of child pornography. (See 720 ILCS 5/11-20.1 <u>et seq.</u>, 720 ILCS 5/11-23.5(c) (provides an exception on transfer of an image for a lawful purpose), and 18 U.S.C. §§2251, 2252, and 2252A). Also see the DOJ’s Child Exploitation and Obscenity Section discussing child pornography issues, available at: www.justice.gov/criminal-ceos.</p> <p>Contact the Board Attorney for guidance to determine whether to involve local law enforcement or manage the situation within the District’s disciplinary policy.</p> <p>See Joshua D. Herman, <i>Criminal Law. Sexting: It’s No Joke, It’s a Crime</i>. Illinois Bar Journal, Volume 98, No. 4, P. 192 at f/n 42 (published April 2010), at: www.isba.org/ibj/2010/04/criminallaw, (quoting an attorney in the Ill. Attorney General’s High Tech Crimes Bureau who advises school administrators to immediately confiscate devices with such material on them and report the incident to law enforcement immediately, stating that possession of a sext message that is child pornography is no different than possessing a “kilo of cocaine.”)</p> <p>Follow Board policy 7:140, <i>Search and Seizure</i> and 7:150-AP, <i>Agency and Police Interviews</i>.</p> <p>Follow the Board Attorney’s direction regarding searches of student owned technological devices. See Preparation of Guidelines for Investigating Sexting Allegations (above).</p> <p>Step 3: Follow the reporting requirements of Board policy 5:90, <i>Abused and Neglected Child Reporting, when applicable</i></p> <p>A <i>sexted</i> image may constitute child abuse depending upon the visual depiction or image, the ages of the individuals involved, and other circumstances. See 325 ILCS 5/3 and 705 ILCS 405/2-3(2) which includes sex offenses defined at 720 ILCS 5/1-1 <u>et seq.</u> School personnel are granted broad immunities against civil and criminal claims for filing reports in good faith, even if the report is unfounded. In contrast, school personnel who willfully fail to report may be guilty of a Class A misdemeanor (325 ILCS 5/4(m)) and face suspension or revocation of their licenses, endorsements, or approvals (105 ILCS 5/21B-75, amended by P.A.s 101-531 and 102-552 <u>and 102-702, eff. 7-1-23</u>).</p> <p>Step 4: Determine appropriate disciplinary actions for all students involved in the incident</p> <p>Evaluate disciplinary options. Remember that a student who forwards sexts of himself or herself likely expected the depiction to remain private. As a result, consider the social stigma, bullying, harassment, and severe embarrassment issues involved in the issue.</p>

Actor	Action
	<p>Provide an equivalent discipline to all students involved in the creation, dissemination and storage of the sexted image, whenever possible.</p> <p>See Sorenen, Vitale, and Haase, <i>Sexting at School: Lessons Learned the Hard Way</i>. National School Board Association, Council of School Attorney’s Inquiry & Analysis, f/n 40 (published February 2010), and available at: http://kycss.org/ns/wp-content/uploads/2020/11/SSI-Sexting-Handout-NSBA-Sexting-at-School-Lessons-Learned-the-Hard-Way.pdf. It discusses several sex equality claims against school districts for punishing students differently when they are involved in the same incident.</p> <p>For situations that may require unequal punishment, contact the Superintendent so that he or she may consult the Board Attorney.</p> <p>Step 5: Prepare a plan to prevent harassment and bullying of involved students</p> <p>Remind the students and their parents/guardians of the Board policies 7:20, <i>Harassment of Students Prohibited</i>; 7:180, <i>Prevention of and Response to Bullying Intimidation and Harassment</i>; and 7:185, <i>Teen Dating Violence Prohibited</i>.</p> <p>Instruct involved students not to harass anyone involved in the sexting incident and keep the issues confidential.</p> <p>Consider involving the social worker or school counselor, if available, in the process to assist students.</p> <p>Follow 7:180, <i>Prevention of and Response to Bullying Intimidation and Harassment</i>, for students who violate the policy.</p>

School Board

Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records ¹

[For use by only those Districts that have websites.]

The District’s Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked (*) are posted on the District’s website and may be immediately inspected, downloaded, printed, and/or copied. Any asterisked public record is also immediately available for inspection or copying upon request at the District’s administrative office during its regular business hours, provided any applicable fees are paid. Records not asterisked (*) will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
<p>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</p> <p>*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</p> <p>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</p> <p>Note: For school districts that do not post board meeting notices and/or agendas on a website (because they do not have a website maintained by a full-time staff member), the notice and agenda must be continuously available for</p>	<p>5 ILCS 120/2.02.</p>

The footnotes should be removed before the material is used.

¹ This exhibit has two purposes: (1) to identify the data and documents that must be posted on a district’s website, if the district has a website; and (2) to fulfill the requirement in the Freedom of Information Act (FOIA) for the district’s FOIA officer to designate the public records that are immediately available to the public. 5 ILCS 140/3.5(a). Many attorneys agree that using the required items for web-posting is an easy and practical way for the FOIA Officer to develop a list of public records that are *immediately available*. Some attorneys prefer that the district also retain copies of its web-posted public records for immediate inspection and/or copying upon request at the administrative office. The introductory paragraph manages this issue by indicating that copies of certain identified public records will also be immediately available in the district’s administrative office. This exhibit suggests identifying public records for immediate availability that are easily reproduced and stored, i.e., not voluminous. The FOIA Officer should customize this list as appropriate to the district’s circumstances.

Districts may respond to a FOIA request for a public record published on the district website by directing the requester to the website. However, if the requester is unable to reasonably access the record, the requester may re-submit his or her request, and the district must then make the record available for inspection and copying. See 5 ILCS 140/8.5; see also reference in Ill. Public Access Counselor binding opinion 10-1. Consult the board attorney for ideas to manage the district’s specific FOIA compliance issues.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
public review during the entire 48-hour period preceding the meeting	
*Official open meeting minutes that are posted within 10 days of the Board’s approval and remain posted for at least 60 days (required if the District has a website maintained by a full-time staff member)	5 ILCS 120/2.06(b).
<p>*Description of the District and its records including:</p> <ol style="list-style-type: none"> 1. Summary of the District’s purpose 2. Functional subdivisions 3. Total amount of operating budget 4. Number and location of all of its separate offices 5. Approximate number of full- and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District’s Statement of Affairs) 6. Identification and membership of the Board 7. Brief description of the methods whereby the public may request information and public records 8. Directory information for the Freedom of Information Officer 9. Address where requests for public records should be directed 10. Fees 	<p>5 ILCS 140/4.</p> <p>The District must prominently post the list at each administrative office and make it available for inspection and copying.</p>
*A hyperlink to an email address(es) for members of the public to communicate with members of the Board	<p>50 ILCS 205/20.</p> <p>The hyperlink must be easily accessible from the District’s home page.</p>
Annual budget for current fiscal year, itemized by receipts and expenditures	<p>105 ILCS 5/17-1.2.</p> <p>This may be accomplished using the Ill. State Board of Education (ISBE) <i>School District Budget Form</i> (50-36) or the summary pages from it. ²</p>

The footnotes should be removed before the material is used.

² For school officials who are concerned that some of their district’s constituents may not have the proper software to access these documents, ISBE provides links to free *viewer or reader* products that support the ISBE School District Budget Form (50-36). These products can be downloaded and used to access the budget as posted on the district’s website. See www.isbe.net/Pages/School-District-Joint-Agreement.aspx.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
	The District must notify its students' parents/guardians when the budget is web-posted along with its website address.
*District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31 of each year, unless otherwise provided by law)	<p>105 ILCS 5/10-17a, amended by P.A.s 101-68, 101-654, 102-16, 102-294, 102-539, and 102-594.</p> <p>Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them on the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5).</p> <p>The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website's address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy. <u>Id.</u></p>
*The District's discipline plan and progress on the plan, in the event the District is identified by ISBE to be in the top 20% (for three consecutive years) of districts for out-of-school suspensions, out-of-school expulsions, or racial disproportionality in the use of out-of-school suspensions and expulsions	<p>105 ILCS 5/2-3.162.</p> <p>If the District is required to submit a plan to ISBE, it must be approved at a public board meeting and posted on the District's website. Within one year after being identified by ISBE, the District must submit to ISBE and post on its website a progress report describing implementation of the plan and the results achieved.</p>
*A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative	<p>105 ILCS 5/10-20.44.</p> <p>There is no statutory timeline for web-posting.</p> <p>Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before Dec. 1, the District must submit to ISBE an annual report on all contracts over \$25,000 awarded during the previous fiscal year.</p>

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
*Contract(s) with any commercial driver training school(s) for driver education	105 ILCS 5/27-24.2. The District is required to web-post this document if it has a website. If the District has no website, it must make the contract available upon request.
Annual Statement of Affairs	105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for posting on ISBE’s website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.
*Fiscal Efficiency Report, summarizing the District’s attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year	105 ILCS 5/17-1.1, amended by P.A. 102-1088. The report must be: (1) approved by the Board at an open meeting, ³ and (2) primarily in checklist form and approximately one page in length.
Beginning in levy year 2022, if the District has an aggregate property tax levy greater than \$5,000,000, it will make good faith efforts to electronically publish the following data from all vendors and subcontractors doing business with the District: <ol style="list-style-type: none"> 1. Whether the vendor or subcontractor is minority-owned, women-owned, or veteran-owned 2. Whether the vendor or subcontractor holds a certification as a minority-owned, women-owned, or veteran-owned business as defined in 30 ILCS 575/, or if they are self-certifying; and 3. If the vendor self-certifies, whether it qualifies as a small business under federal Small Business Administration standards (See 	35 ILCS 200/18-50.2, added by P.A. 102-265. The law does not define <i>electronically publish</i> ; website posting is a means of compliance. This item is not asterisked should the District choose to electronically publish the information offline.

The footnotes should be removed before the material is used.

³ 105 ILCS 5/17-1.1, amended by P.A. 102-1088, specifies that the report must be approved by the board at an “open meeting that allows for public comment.” The public comment qualification is omitted here because it is redundant; all open meetings must have a period during which the public can offer comments. See sample policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board*. This report is included in a district’s annual financial report as the *Report on Shared Services or Outsourcing*. See www.isbe.net/Pages/Annual-Financial-Report.aspx.

2:250-E2

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
www.sba.gov/federal-contracting/contracting-guide/size-standards).	
<p>*Explanation of the data elements of <i>covered information</i>⁴ that the District collects, maintains, or discloses to any person, entity, third party, or governmental agency.</p> <p>*A description of the procedures⁵ that parents/guardians may use to carry out their rights under 105 ILCS 85/33(c)(1), (2), & (3) added by P.A. 101-516, including the right to:</p> <ol style="list-style-type: none"> 1. Inspect and review their child’s covered information 2. Request a paper or electronic copy of their child’s covered information 3. Request corrections for factual inaccuracies contained in their child’s covered information 	<p>105 ILCS 85/27(a)(1); added by P.A. 101-516.</p> <p>The explanation of data elements of covered information must be clear and understandable by a layperson and cover the following: (1) how the District uses the covered information; (2) to whom or what entities the District discloses the covered information; and (3) for what purpose the District discloses the covered information.</p> <p>The explanation of data elements and description of parent rights procedures must be updated by Jan. 31 and July 31 each year, as needed.</p>
<p>*A list of operators with whom the District has written agreements and the following for each operator:</p> <ol style="list-style-type: none"> 1. Copy of the agreement 2. Business address 3. List of any subcontractors to whom covered information may be disclosed or a link to a page on the operator’s website that clearly lists the subcontractors 	<p>105 ILCS 85/27(a)(2) & (3); added by P.A. 101-516.</p> <p>The District must post new operator contracts and an explanation of the data elements of covered information disclosed to the operator (see immediate row above) within 10 business days after entering into the contract. 105 ILCS 85/27(c); added by P.A. 101-516.</p> <p>This list must also be updated by Jan. 31 and July 31 each year, as needed.</p>
<p>*A list of <i>breaches</i> of covered information maintained by the school or an operator involving 10% or more of the District’s student enrollment. The list must include:</p>	<p>105 ILCS 85/27(a)(5); added by P.A. 101-516.</p>

The footnotes should be removed before the material is used.

⁴ *Covered information* means personally identifiable information or material (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student’s parent/guardian in the course of the student’s/guardian’s use of the operator’s site, service or application for K-12 school purposes; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application. 105 ILCS 85/5. *Operators* are entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and used for K-12 school purposes. *Id.* See sample administrative procedure 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for additional information regarding posting requirements under Student Online Personal Protection Act, 105 ILCS 85/, and exhibit 7:345-AP, E1, *Student Covered Information Reporting Form*, for a sample reporting format.

⁵ See 7:345-AP, E4, *Notice of Parent Rights Regarding Student Covered Information*. Districts may choose to, but are not required to, include a description of these procedures in a student handbook.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
<ol style="list-style-type: none"> 1. Number of students whose covered information was involved in the breach, unless the breach involved <i>personal information</i> as defined in the Personal Information Protection Act, 815 ILCS 530/5, in which case the number of students involved may not be disclosed 2. Date, estimated date, or estimated date range of the breach 3. Name of the operator, if applicable 	<p>The District must update breach information by Jan. 31 and July 31 each year, and it must remain on the District’s website for at least five years after the District adds it to the list. Breaches that occurred (or were estimated to have occurred) prior to 7-1-21 or breaches that were posted more than five years prior to updating the current list do not need to be posted. ⁶</p>
<p>*Board policy 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>*Information developed as a result of the evaluation and assessment of the bullying policy’s outcomes and effectiveness</p>	<p>105 ILCS 5/27-23.7(b)(10) and (11).</p>
<p>*Contact information for the District’s Title IX Coordinator(s) and Board policies 2:260, <i>Uniform Grievance Procedure</i>; and 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i></p>	<p>34 C.F.R. §106.8.</p>
<p>*Training materials for any individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators</p>	<p>34 C.F.R. §106.45(b)(10)(i)(D).</p> <p>Naming only the training provider and course does not meet this requirement. The U.S. Dept. of Education (DOE) requires training materials be publicly available “so that a district’s approach to training Title IX personnel may be transparently viewed by the [district’s] educational community and the public, including for the purpose of holding a [district] accountable for using training materials that comply with [Title IX] regulations.” 85 Fed. Reg. 30254. Consult the board attorney regarding this requirement; making training materials of third-party consultants publicly available may violate their intellectual property rights. The DOE acknowledged the</p>

The footnotes should be removed before the material is used.

⁶ 105 ILCS 85/27(d), ~~added by P.A. 101-516~~, states that individual notification to the parent/guardian of a child whose covered information was breached may be delayed if a law enforcement agency determines that notification will interfere with a criminal investigation and provides the District with a written request for a delay of notice. This basis for delay does not specifically apply to the more general website notification of a breach, however, such a delay may also be warranted depending upon the circumstances. Consult the board attorney for guidance on this issue.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
	potential for intellectual property violations, suggesting that districts either “secure permission from the consultant to publish the training materials” or create their own training materials. 85 Fed. Reg. 30412.
*Board policy 7:20, <i>Harassment of Students Prohibited</i> , and age-appropriate explanations of its contents in student handbook(s)	105 ILCS 5/10-20.69, added by P.A. 101-418 . The District must have an age-appropriate policy on sexual harassment (1) in the student handbook(s), (2) posted on the District’s website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school.
*Board policy 7:290, <i>Suicide and Depression Awareness and Prevention</i>	105 ILCS 5/2-3.166, amended by P.A. 102-267.
*Contact information for the National Suicide Prevention Lifeline (1-800-273-8255) and Crisis Text Line (Text 741741), if the District does not issue student identification cards to all students	105 ILCS 5/10-20.76, added by P.A. 102-134 and renumbered by P.A. 102-813.
*Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes, without limitation, vacation days, sick days, bonuses, annuities, and retirement enhancements	105 ILCS 5/10-20.47. ⁷ Annually on or before Oct. 1: (1) the information must be presented at a regular Board meeting and posted on the District’s website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.
*All records pertaining to the creation, alteration or revision of school attendance areas shall be open to the public	105 ILCS 5/10-21.3. This law also requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. See policy 7:30, <i>Student Assignment and Intra-District Transfer</i> .

The footnotes should be removed before the material is used.

⁷ 105 ILCS 5/10-20.47 does not specify whether a district must provide employee names as part of its salary and benefits report. The general practice of districts has been to include names in the report. Consult the board attorney for guidance on this issue.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
*Vacancies for teaching positions in a subject shortage area, before hiring a retired teacher to any such position	<p>40 ILCS 5/16-150.1, amended by P.A. 102-440.</p> <p>The District must, on an ongoing basis, post the vacancy for a period of at least 90 days during the six months preceding either the fall or spring term for which it seeks to employ a retired teacher in a subject shortage area. This posting requirement is in effect for employment ending no later than June 30, 2024.</p>
*Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination	<p>50 ILCS 205/3c.</p> <p>Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved.</p> <p>Note: The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if the employee is fired by the board for <i>misconduct</i>, which includes sexual harassment and/or discrimination. <i>Id.</i> at 415/5. For more discussion about the reconciling these laws, see f/n 6 in sample policy 2:260, <i>Uniform Grievance Procedure</i>.</p>
*As an employer that participates in the Ill. Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted	<p>5 ILCS 120/7.3.</p> <p>The report must be posted within six business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
	The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., Teachers' Retirement System (TRS) participants.
*As an employer that participates in the IMRF, a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per year; total compensation package means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted	5 ILCS 120/7.3. The report must be posted at least six days before the District approves an employee's total compensation package that is equal to or in excess of \$150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information. The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.
*As an employer that participates in IMRF, a link to information posted on the IMRF website at: www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information	40 ILCS 5/7-135.5, added by P.A. 101-504.
*Board policy 5:120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i>	105 ILCS 5/22-85.5(e), added by P.A. 102-676.
A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)	105 ILCS 5/27-23.6(c).
The total number of personnel with a school support personnel endorsement, and for each endorsement area: 1. Those actively employed by the District on a full-time basis; 2. Those actively employed by the District on a part-time basis; and 3. Those actively employed by a special education cooperative providing services to students in the District	105 ILCS 5/10-20.80, added by P.A. 102-302 and renumbered by P.A. 102-813. Annually by Dec. 1st, the District must report its school support personnel information as of Oct. 1 to ISBE and web-post it.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
The total number of students enrolled in the District and of that total, the number of students with an individualized education program (IEP) or Section 504 plan	105 ILCS 5/2-3.182, added by P.A. 102-302 and renumbered by P.A. 102-813. Annually by Dec. 1st, the District must report its enrollment information as of Oct. 1 to ISBE and web-post it.
*Notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504	105 ILCS 5/14-6.01, amended by P.A. 102-1072. The notice shall: (1) identify the location and phone number of the District office or employee to whom inquiries about the identification, assessment, and placement of children with disabilities should be directed, and (2) inform parents who are deaf or do not typically communicate using spoken English that they are entitled to the services of an interpreter when participating in a Section 504 meeting.
*Names of Board members who have completed professional development leadership training	105 ILCS 5/10-16a, amended by P.A. 102-638, eff. 1-1-23 , requires the District to post on its website the names of all Board members who have completed professional development leadership training. The web-posting may be expanded to log all Board members' training and development activities. 5 ILCS 120/1.05(b) and (c) require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the Board. 105 ILCS 5/24-16.5 requires each Board member to complete a training program on performance evaluations before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation Reform Act.
Immunization data reported to ISBE by each Nov. 15	105 ILCS 5/27-8.1(6). By Dec. 1, the District must annually make the immunization <i>data</i> that it must report to ISBE each year publicly available. The

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
	data, not its format, must be identical to the data reported to ISBE. Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE.
Information on mental health issues and local treatment resources	The Ill. House of Representatives encouraged this in HR 478 (99th General Assembly, 5-31-15).
*All reliable assessments, scored by entities other than the District that are administered in each of the District's schools	105 ILCS 5/22-82(b). These must be made available to parents and/or guardians through the District's website or paper handouts.
*The District's Remote and/or Blended Remote Learning Day Plan, <u>when the Governor has declared a public health emergency pursuant to 20 ILCS 3305/7.</u>	105 ILCS 5/10-30(6), added by P.A. 101-643.
<p>*When the Board allows for student participation in registered apprenticeship programs:</p> <ol style="list-style-type: none"> 1. Notification to students and parents of the opportunities for registered apprenticeships, which includes the following statements: <ol style="list-style-type: none"> a. Students may participate in any registered apprenticeship program listed by the District, and b. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the District. 2. Board policy 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> (specifically, the section titled Registered Apprenticeship Program) 3. A form for a parent/guardian to request that when their child successfully completes a registered apprenticeship program, it be substituted for a course 	23 Ill.Admin.Code §255.200(b)(4) and (c).
*If offered by the District, identification of the curriculum the District uses to provide comprehensive personal health and safety and comprehensive sexual health education (National Sex Education Standards (NSES)), the scope	105 ILCS 5/27-9.1a, added by P.A. 102-522.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
and sequence of these instructional materials, and the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials	
*Board policy 6:135, <i>Accelerated Placement Program</i>	23 Ill.Admin.Code §227.60(a).
<u>*Board policy 7:70, <i>Attendance and Truancy</i></u>	<u>23 Ill.Admin.Code §207.20(b).</u>

DRAFT

General School Administration

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process ¹

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at the link above.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of must have items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

The footnotes should be removed before the material is used.

¹ The General Counsels of the Ill. Association of School Administrators (IASA) and Ill. Association of School Boards (IASB) collaborated on the content of this document.

Board Attorney. Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	<p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? <p>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</p>
Full-time, Attention and Energy Clause	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities?

Employment and Compensation

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>raises above six percent (40 ILCS 5/15-155(g), amended by P.A. 101-10) prior to retirement?</p> <ol style="list-style-type: none"> 2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary? of \$177,412 (P.A. 100-23 now makes School districts <u>are</u> responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412 <u>the governor's statutory salary</u>? <u>The governor's annual salary is published by TRS at: www.trsil.org/employers/payments/contribution-rates-earnings-limitations.</u> 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	<p>Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643 . See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> , and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
Sexual Misconduct Related Employment History Review Law	105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See also PRESS sample policy 5:30, Hiring Process and Criteria and PRESS sample administrative procedure 5:30-AP3, Sexual Misconduct Related Employment History Review (EHR).
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 and sexual misconduct related employment history review required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, amended by P.A.s 101-531 and 101-643, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns). <p>820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §Part 1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 253 and 264.</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Tenure	<p><u>Suspension of Tenure</u></p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p><u>Continued Tenure</u></p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above.</p>

Evaluations and Goals

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: <ol style="list-style-type: none"> a. Measurable and achievable, i.e., are they within the Superintendent’s control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>www.iasb.com/conference-training-and-events/training/workshops/</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).</p>
Superintendent Evaluation	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> 1. “Direct, through policy, its superintendent in his or her charge of the administration of the school district;” and 2. Evaluate the superintendent in his or her “administration of school board policies and his or her stewardship of the assets of the district.” <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent’s evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?</p> <p>Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?</p> <p>For more information about best practices when planning for and evaluating the Superintendent, see:</p> <p><i>The Superintendent Evaluation Process</i> at: www.iasb.com/iasb/media/documents/superintendent-evaluation-process.pdf;</p> <p>IASB’s <i>Foundational Principles of Effective Governance</i>, Principle 3. The board employs a superintendent, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/; stating “the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy.”</p>

Expenses and Benefits

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses and Allowances	<p>How will the Board address expenses and allowances in its employment contract negotiations with the successful superintendent candidate?</p> <p><u>Business</u></p> <ol style="list-style-type: none"> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent’s expenses? <p><u>Transportation</u></p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s)

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<ol style="list-style-type: none"> 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days? 5. Will vacation days need to be used for days off during winter or spring breaks?
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract or will a different amount be provided? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

Changes to the Superintendent's Employment Contract

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<ol style="list-style-type: none"> 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent? 2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? <p>See 105 ILCS 5/10-23.8.</p>
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>And if so, will the Board require reasonable notice from its Superintendent?</p> <ol style="list-style-type: none"> 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days after exhaustion of available leave, whichever is greater? <p>See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</p> 6. Will the Board agree to provisions for hearing and due process for the Superintendent? 7. How will the Board address death of its Superintendent during the duration of the employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895:</p> <p>A restriction to an amount not exceeding 20 weeks of compensation; and</p> <p>A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040, limits sexual harassment or discrimination to instances when an employee is “found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</p>
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

What technical clauses need to be in the Superintendent’s employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent’s attorney reviewed them?</p> <ol style="list-style-type: none"> 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel

Miscellaneous Issues

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District? Specifically, are Board members aware of the Board's specific obligations regarding: <ol style="list-style-type: none"> 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party's Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

Students

Exhibit - Memo to Parents/Guardians Regarding Teen Dating Violence

On District or School letterhead

Date

Re: Teen Dating Violence

Dear Parents/Guardians:

At our school, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. The purpose of this letter is to inform you of School Board policy, 7:185, *Teen Dating Violence Prohibited*, which is a component of the District's anti-bullying program.

Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students in grades 7 through 12 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence. I have asked our school staff members to respond immediately and with compassion to a student who reports teen dating violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*.

Finally, I have directed staff members to intervene immediately to stop incidents of teen dating violence occurring at school. They will proceed under our District's procedures for responding to incidences of bullying and school violence.

Below are some warning signs that your child may be involved in teen dating violence:

- Name-calling and *put-downs*. Does one individual in the relationship call the other person names? Does ~~they or she~~ use insults to put the other person down?
- Extreme Jealousy. Does one individual in the relationship act overly jealous when the other talks to peers? Does one ~~person-individual~~ accuse the other of flirting even when it's innocent conversation?
- Making Excuses. Does one individual in the relationship make excuses for the other? Does ~~they or she~~ have to apologize for the other person's behavior?
- Canceling or changing plans. Does one individual cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
- Monitoring. Does one ~~person-individual~~ call, text message, or check up on the other constantly? Does ~~they or she~~ demand to know the other person's plans or with whom the other person was with?

- Uncontrolled Anger. Have you seen one individual lose his or her temper? Does ~~they or she~~ throw things – or break things – when angry? Does one ~~person~~individual in the relationship worry a lot about upsetting the other?
- Isolation. Has one individual in the relationship given up spending time with friends? Has that individual stopped doing activities that used to be important?
- Dramatic Changes. Have either of the individuals in the relationship had appearance changes? ~~Has he or she~~Have they lost or gained weight? Have ~~his or her~~their grades dropped? Does ~~they or she~~ seem depressed?
- Injuries. Does one ~~person~~individual in the relationship have unexplained injuries, or does ~~they or she~~ give explanations that don't make sense?
- Quick Progression. Did the relationship get serious very quickly?

These signs do not necessarily mean that your child is involved in teen dating violence, but, if present, talk to your child about teen dating violence.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at:

<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>
www.cdc.gov/injury/features/dating-violence/index.html

Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

School Board

Qualifications, Term, and Duties of Board Officers ¹

The School Board officers are: President, Vice President, Secretary, and Treasurer.² These officers are elected or appointed by the Board at its organizational meeting.

President ³

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;⁴
4. Attend and observe any Board committee meeting at his or her discretion;⁵
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. Selection of officers must be in open session. 5 ILCS 120/2. Board officer vacancies are discussed in *Answers to FAQs: Vacancies on the Board of Education*, Ill. Council of School Attorneys, www.iasb.com/law/vacancies.cfm.

² Districts governed by a board of directors have three officers: a president, clerk, and treasurer. The president and clerk must be board members. 105 ILCS 5/10-5. While there is no prohibition on a board member simultaneously serving in two officer positions, doing so may create either the appearance of impropriety or a compliance issue for purposes of fraud protocols. Consult the board attorney for further guidance and/or request that the board member consult his or her own attorney.

³ 105 ILCS 5/10-13. The board by resolution may decrease to one year the term of office for the president. Of the listed duties, only the following are imposed by law: #1, preside at meetings (Id.); #6, sign minutes (105 ILCS 5/10-7) and sign certificate of tax levy (105 ILCS 5/17-11); #7, call special meetings (105 ILCS 5/10-16); and #8, serve as *head of the public body* for ~~the~~ Open Meetings Act (OMA) and ~~the~~ Freedom of Information Act (FOIA) purposes (5 ILCS 120/7(e)(2) and 140/2(e)).

⁴ Alternatively, strike the "unless" clause and substitute: "subject to Board approval." Be sure this treatment is consistent with policy 2:150, *Committees*.

⁵ Optional. A board that wants the president to participate in committee meetings may use the following alternative: "Be a member of all Board committees." Using this alternative, the president would be counted to determine the number of members that constitutes a quorum for each board committee meeting. If a board would like the superintendent to attend any or all meetings of a board committee, it should consider asking the superintendent to be a committee resource person (or other such title) rather than an ex-officio member of the board committee itself. That way, the superintendent will not count to determine the number of committee members that constitutes a quorum.

⁶ The *head of the public body* or its attorney may request an advisory opinion from the Ill. Attorney General Public Access Counselor (PAC) concerning compliance with OMA or FOIA. 5 ILCS 120/3.5(h) and 5 ILCS 140/9.5(h). FOIA defines *head of the public body* to mean *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Preliminary drafts, recommendations, and other records in which opinions are expressed, or policies are formulated, lose this exemption from disclosure if a relevant portion of a requested record is publicly cited and identified by the *head of the public body*. 5 ILCS 140/7(1)(f).

9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act; ⁷
10. Administer the oath of office to new Board members; ⁸
11. Serve as or appoint the Board's official spokesperson to the media;
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and ⁹
13. Ensure that ~~all the~~ fingerprint-based criminal history records information checks, ~~and/or~~ screenings, ~~and sexual misconduct related employment history reviews (EHRs)~~ required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent. ¹⁰

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency. ¹¹

Vice President ¹²

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁷ Optional. Requiring the president to monitor the presence of a quorum assists compliance with OMA's mandate that a quorum be physically present at all board meetings, except as otherwise provided by OMA. 5 ILCS 120/7, ~~amended by P.A. 101-640.~~

⁸ Optional. Omit this duty if policy 2:80, *Board Member Oath and Conduct*, provides that the board member oath is given by other means.

⁹ See [sample](#) policy 2:105, *Ethics and Gift Ban, Complaints of Sexual Harassment Made Against Board Members by Elected Officials* subhead. 5 ILCS 430/70-5, ~~amended by P.A. 101-221~~, requires school districts to amend their sexual harassment policies "to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit." If the board has chosen to have the Superintendent appoint an outside investigator in these cases (see 2:105, *Ethics and Gift Ban*, at f/n 12), remove item 12 from the list of board president duties and delete the Cross Reference to 2:105, *Ethics and Gift Ban*.

¹⁰ See the subhead entitled **Screening** in [sample](#) policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and [the subheads entitled Investigations and Sexual Misconduct Related Employment History Review in #n-12 of sample](#) policy 5:30, *Hiring Process and Criteria*.

¹¹ 105 ILCS 5/10-13.1 states that the "vice-president shall perform the duties of the president if there is a vacancy in the office of president or in case of the president's absence or inability to act" However, an earlier enacted statute calls for the appointment of a *president pro tempore* if the president is absent from any meeting or refuses to perform his or her duties, and specifies that the "vice-president, if the board elects such officer, shall be appointed the president pro tempore." 105 ILCS 5/10-13. This policy resolves any confusion by implementing the latter enacted statute and stating that the vice president fills a vacancy in the presidency.

¹² 105 ILCS 5/10-13.1. The board by resolution may decrease to one year the term of office for the vice president.

Secretary ¹³

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term.¹⁴ The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary ¹⁵

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means. ¹⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹³ 105 ILCS 5/10-14. The board by resolution may decrease to one year the term of office for the secretary. In districts governed by a board of directors, a clerk who is a board member performs these duties. 105 ILCS 5/10-5. The policy's provisions regarding compensation are required by 105 ILCS 5/10-14 (governs secretaries who are board members and non-board members) and by 50 ILCS 145/2 (governs secretaries who are board members).

Of the listed duties, only the following are imposed by law: #1, board meeting minutes (105 ILCS 5/10-7; see [sample policy 2:220, School Board Meeting Procedure](#), for the requirements for minutes); #3, records board's official acts and submits them to the treasurer (105 ILCS 5/10-7); #4, treasurer's report (105 ILCS 5/10-8); #5, local election official (see f/n 2 and 7 of policy 2:30, *School District Elections*); #6, public inspection of the budget (105 ILCS 5/17-1).

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" in item #4 with "appropriate Intermediate Service Center [Executive Director](#)."

¹⁴ 105 ILCS 5/10-14 and 50 ILCS 145/2.

¹⁵ This section is optional.

¹⁶ To allow attendance by video or audio means, a board must adopt policy language conforming to the restrictions in OMA. 5 ILCS 120/2.01 and 120/7, ~~both amended by P.A. 101-640~~. See subhead **Quorum and Participation by Audio or Video Means** in policy 2:220, *School Board Meeting Procedure*, and its f/n 31.

Treasurer ¹⁷

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure.¹⁸ A Treasurer who is a Board member may not be compensated.¹⁹ A Treasurer who is not a Board member may be compensated provided it is established before the appointment.²⁰ The Treasurer must: ²¹

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall: ²²

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁷ This section is for: (1) districts in a Class I county (all counties except Cook Co.), or (2) a Class II county (Cook Co.) district that has withdrawn from the authority of the township treasurer or is located in a township in which the office of township treasurer was abolished. 105 ILCS 5/5-1 defines Class I county school units as districts in counties with less than 2,000,000 inhabitants. Those districts in Cook County (Class II county) under the authority of the trustees of schools of the township and the township treasurers should use this alternative: "Qualifications, appointment, and duties of the Treasurer for the School District shall be as provided in the School Code." See 105 ILCS 5/8-1(a) for how the township treasurer is appointed and the term of office; duties are found in 105 ILCS 5/8-2, 5/8-5, 5/8-6, 5/8-7, 5/8-16, and 5/8-17. For districts in a Class II county, in the Legal References insert "5/8-5" before "5/8-6" and insert "5/8-7" after "5/8-6."

¹⁸ 105 ILCS 5/8-1(b). The treasurer's term of office is two years if the district is located in a Class II county (Cook Co.) that was under the jurisdiction and authority of the township treasurer and township trustees of schools at the time those offices were abolished. 105 ILCS 5/8-1(c). Those boards should use the following alternative:

The Treasurer of the Board shall serve a two-year term beginning and ending on the first day of July.

¹⁹ 105 ILCS 5/8-1(b) and (c).

²⁰ 105 ILCS 5/8-3.

²¹ Qualification #1 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. 105 ILCS 5/8-1(b). This sample policy makes it applicable to Class II county (Cook Co.) districts that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished.

Qualification #2 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. 105 ILCS 5/8-1(b). Districts in a Class II county (Cook Co.) that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished should replace this qualification as follows: "2. Not be the District Superintendent." 105 ILCS 5/8-1(c).

Qualification #3 is required for treasurers in a Class I county. 105 ILCS 5/8-1(d). This qualification should be replaced by the following for districts in a Class II county (Cook Co.): "Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a Class II county school before July 1, 1989 is deemed equivalent." 105 ILCS 5/8-1(e).

²² 105 ILCS 5/8-2, 5/8-6, 5/8-7, and 5/8-16.

LEGAL REF.: ~~5 ILCS 120/7 and 420/4A-106.~~

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, ~~and 5/21B-85,~~ and 5/22-94.

5 ILCS 120/7, Open Meetings Act.

5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure), 5:30 (Hiring Process and Criteria)

DRAFT

General School Administration

Superintendent ¹

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law,² including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*.³ The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.⁴

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. Unless the district has only one school with fewer than four teachers, the board must employ a superintendent or a chief executive officer as allowed under specific circumstances. 105 ILCS 5/10-21.4. This statute assigns some specific duties to the superintendent including to: (1) make recommendations to the board concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of teachers and all other employees, the selection of textbooks, instructional material, and courses of study; (2) report to the board, Ill. State Board of Education (ISBE), and chief administrative official any employee named in an abused child report; and (3) keep or cause to be kept the records and accounts as directed and required by the board, aid in making reports required by the board, and perform such other duties as the board may delegate to him/her. 105 ILCS 5/10-16.7 requires boards to direct, through policy, the superintendent, in his or her charge of the district's administration.

ISBE is required, subject to an annual appropriation by the General Assembly, to establish a new superintendent mentoring program. With limited exceptions, any individual serving as a first-time superintendent in Illinois must participate in the mentoring program for two school years. 105 ILCS 5/2-3.53b. The ISBE-selected provider will assign a mentor to a new superintendent based on similarity of grade level or type of district, learning needs, and geographical proximity. The mentor must not be required to evaluate the new superintendent on the basis of the mentoring relationship.

² See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, for an annotated list of documents and reports that must be posted on the district's website, if the district has a website. While not comprehensive, see the IASB's *Annual School Calendar* for the required reports that do not need web-posting, available on the IASB website at: www.iasb.com/policy-services-and-school-law/illinois-laws-affecting-schools/annual-school-calendar/ www.iasb.com/pdf/schoolcal.pdf.

³ 105 ILCS 5/10-21.9(e-5), amended by P.A.s 102-552 and 102-702. See the discussion in the f/ns tied to the text of the **Special Superintendent Responsibilities** subhead in [sample](#) policy 5:90, *Abused and Neglected Child Reporting*.

⁴ This paragraph strengthens the policy's connection to the IASB's *Foundational Principles of Effective Governance*. See www.iasb.com/principles.cfm. It allows the superintendent broad delegation authority even when a policy fails to specifically provide for delegation.

Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board. ⁵

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies, and the Superintendent's contract.⁶ A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits. ⁷

Compensation and Benefits ⁸

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ 105 ILCS 5/21B-20 and 5/21B-25 govern Professional Educator Licenses and superintendent endorsements. See also 23 Ill.Admin.Code §§25.355 (superintendent endorsement) and 29.100 (Ill. Professional School Leader Standards).

⁶ 105 ILCS 5/10-16.7 requires a board to evaluate the superintendent. See *The Superintendent Evaluation Process* at: www.iasb.com/iasb/media/documents/superintendent-evaluation-process.pdf www.iasb.com/training/superintendent-evaluation-process.pdf. While greater detail may be added to this paragraph (e.g., a timeline, self-evaluation provision, and discussion requirements), a board must be sure that the policy and the superintendent's contract are consistent.

⁷ The reporting requirements in this paragraph are optional, but school boards must "require evaluators to participate in an in-service training on the evaluation of licensed personnel provided or approved by [ISBE] prior to undertaking any evaluation and at least once during each license renewal cycle." 105 ILCS 5/24A-3.

⁸ According to 105 ILCS 5/10-23.8, a superintendent must be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights; or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators; see 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*. Residency requirements, if desired, should be included in a superintendent's employment contract.

The employment contract should be *in writing* even though the School Code does not require it to be written. Contact the board attorney for assistance. An administrator who is not working under a written contract is presumed to have a contract of one year's duration. *Bd. of Educ. of Schaumburg Cmty. Consol. Sch. Dist. No. 54 v. TRS*, 368 Ill.Dec. 341 (4th Dist. 2013)(interpreting 105 ILCS 5/10-23.8a). The Ill. Statute of Frauds may make it impossible to execute an *oral* multi-year administrator contract or to *orally* extend a multi-year written contract. 740 ILCS 80/1.

The Open Meetings Act requires all Ill. Municipal Retirement Fund (IMRF) employers, which includes school boards, to: (1) within six business days after approving a budget, web-post each employee's total compensation package if it exceeds \$75,000 per year; and (2) at least six days before approval, web-post an employee's total compensation package if it is \$150,000 or more. 5 ILCS 120/7.3. Conflicting opinions concern whether school districts must comply with these posting requirements for their employees who do not participate in IMRF. Contact the board attorney for advice.

Annually by Oct. 1, each school board must report to ISBE the base salary and benefits of the superintendent, administrators, and teachers it employs. 105 ILCS 5/10-20.47. Before this annual reporting to ISBE, the information must be presented at a regular school board meeting and then posted on the district's website, if any.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
5 ILCS 120/7.3, Open Meetings Act.
23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

DRAFT

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 4 - OPERATIONAL SERVICES**

Fiscal and Business

- 4:10 Fiscal and Business Management
- 4:15 Identity Protection
 - 4:15-AP1 Administrative Procedure - Protecting the Privacy of Social Security Numbers
 - 4:15-AP2 Administrative Procedure - Treatment of Personally Identifiable Information Under Grant Awards
 - 4:15-E1 Exhibit - Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
 - 4:15-E2 Exhibit - Statement of Purpose for Collecting Social Security Numbers
 - 4:15-E3 Exhibit - Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
- 4:20 Fund Balances
- 4:30 Revenue and Investments
- 4:40 Incurring Debt
 - 4:40-AP Administrative Procedure - Preparing and Updating Disclosures
- 4:45 Insufficient Fund Checks and Debt Recovery
 - 4:45-AP1 Administrative Procedure - Insufficient Fund Checks
 - 4:45-AP2 Administrative Procedure - Local Debt Recovery Program Implementation Procedures
 - 4:45-E1 Exhibit - Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller
 - 4:45-E2 Exhibit - Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge
- 4:50 Payment Procedures
 - 4:50-E Exhibit - School District Payment Order
- 4:55 Use of Credit and Procurement Cards

- 4:55-AP Administrative Procedure - Controls for the Use of District Credit and Procurement Cards
- 4:55-E Exhibit - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
- 4:60 Purchases and Contracts
 - 4:60-AP1 Administrative Procedure - Purchases
 - 4:60-AP2 Administrative Procedure - Third Party Non-Instructional Contracts
 - 4:60-AP3 Administrative Procedure - Criminal History Records Check of Contractor Employees
 - 4:60-AP4 Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees
 - 4:60-~~AP4~~AP5 Administrative Procedure - Federal and State Award Procurement Procedures
 - 4:60-~~AP4~~AP5, E Exhibit - Internal Procedures for Procurement Transactions
 - 4:60-E Exhibit - Notice to Contractors
- 4:70 Resource Conservation
 - 4:70-AP Administrative Procedure - Resource Conservation
- 4:80 Accounting and Audits
 - 4:80-AP1 Administrative Procedure - Checklist for Internal Controls
 - 4:80-AP2 Administrative Procedure - Fraud, Waste, and Abuse Awareness Program
 - 4:80-AP3 Administrative Procedure - Inventory Management for Federal and State Awards
- 4:90 Student Activity and Fiduciary Funds
- 4:100 Insurance Management
- Operations
 - 4:110 Transportation
 - 4:110-AP1 Administrative Procedure - School Bus Post-Accident Checklist
 - 4:110-AP2 Administrative Procedure - Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments

4:110-AP3	Administrative Procedure - School Bus Safety Rules
4:110-E	Exhibit - Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
4:120	Food Services
4:120-AP	Administrative Procedure - Food Services; Competitive Foods; Exemptions
4:130	Free and Reduced-Price Food Services
4:130-E	Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications
4:140	Waiver of Student Fees
4:140-AP	Administrative Procedure - Fines, Fees, and Charges - Waiver of Student Fees
4:140-E1	Exhibit - Application for Fee Waiver
4:140-E2	Exhibit - Response to Application for Fee Waiver, Appeal, and Response to Appeal
4:140-E3	Exhibit - Resolution to Increase Driver Education Fees
4:150	Facility Management and Building Programs
4:160	Environmental Quality of Buildings and Grounds
4:160-AP	Administrative Procedure - Environmental Quality of Buildings and Grounds
4:165	Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
<u>Safety and Security</u>	
4:170	Safety
4:170-AP1	Administrative Procedure - Comprehensive Safety and Security Plan
4:170-AP1, E1	Exhibit - Accident or Injury Form
4:170-AP1, E2	Exhibit - Memo to Staff Members Regarding Contacts by Media About a Crisis
4:170-AP2	Administrative Procedure - Routine Communications Concerning Safety and Security
4:170-AP2, E1	Exhibit - Letter to Parents/Guardians Regarding Student Safety
4:170-AP2, E2	Exhibit - Letter to Parents/Guardians Regarding the Dangers of Underage Drinking

4:170-AP2, E3	Exhibit - Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers
4:170-AP2, E4	Exhibit - Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting
4:170-AP2, E5	Exhibit – Notice to Parents/Guardians of Lockdown Drill; Opt-out
4:170-AP3	OPEN
4:170-AP4	Administrative Procedure - National Terrorism Advisory System
4:170-AP5	Administrative Procedure - Unsafe School Choice Option
4:170-AP6	Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED
4:170-AP6, E1	Exhibit - School Staff AED Notification Letter
4:170-AP6, E2	Exhibit - Notification to Staff and Parents/Guardians of CPR and AED Video
4:170-AP7	OPEN
4:170-AP7, E1	OPEN
4:170-AP7, E2	OPEN
4:170-AP7, E3	OPEN
4:170-AP8	Administrative Procedure - Movable Soccer Goal Safety
4:175	Convicted Child Sex Offender; Screening; Notifications
4:175-AP1	Administrative Procedure - Criminal Offender Notification Laws; Screening
4:175-AP1, E1	Exhibit - Informing Parents/Guardians About Offender Community Notification Laws
4:180	Pandemic Preparedness; Management; and Recovery
4:180-AP1	Administrative Procedure - School Action Steps for Pandemic Influenza or Other Virus/Disease
4:180-AP2	Administrative Procedure - Pandemic Influenza Surveillance and Reporting
4:180-AP3	Administrative Procedure - Grant Flexibility; Payment of Employee Salaries During a Pandemic

4:190	Targeted School Violence Prevention Program
4:190-AP1	Administrative Procedure - Targeted School Violence Prevention Program
4:190-AP1, E1	Exhibit - Targeted School Violence Prevention Program Resources
4:190-AP2	Administrative Procedure - Threat Assessment Team (TAT)
4:190-AP2, E1	Exhibit - Principles of Threat Assessment
4:190-AP2, E2	Exhibit - Threat Assessment Documentation
4:190-AP2, E3	Exhibit - Threat Assessment Key Areas and Questions; Examples
4:190-AP2, E4	Exhibit - Responding to Types of Threats
4:190-AP2, E5	Exhibit - Threat Assessment Case Management Strategies
4:190-AP2, E6	Exhibit - Targeted School Violence Prevention and Threat Assessment Education

DRAFT

Operational Services

Purchases and Contracts ¹

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law.² No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.³

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.⁴
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. 105 ILCS 5/10-20.21, amended by P.A. ~~401-570~~, 102-1101, contains bidding plus other requirements. Other laws also govern district contracts. For example, the Prevailing Wage Act requires, among other things, that a district specify in all contracts for public works that the prevailing wage rate must be paid. 820 ILCS 130/. When a district awards work to a contractor without a public bid, contract, or project specification, the district must provide the contractor with written notice on the purchase order or a separate document indicating that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work on the project. In addition, the district must notify all contractors of any rate changes by the Ill. Dept. of Labor (IDOL). 820 ILCS 130/4(~~fa-2~~). The law allows a district to discharge this duty by including the following language in all contracts: "Any prevailing rate of wages as they are revised by the Ill. Dept. of Labor (IDOL) shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on IDOL's official website." 820 ILCS 130/4(l). See 4:60-E, *Notice to Contractors*, for sample language.

² This end statement should be amended according to local board discretion.

³ An optional addition follows: "Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$ _____ without prior Board approval." This optional provision's intent is to provide an internal control as well as to keep the board involved when the district is making a large purchase or expenditure, e.g., copiers, computers, textbooks, or something that might not happen every year. It is intended to cover purchases/expenditures regardless of whether they were previously budgeted.

⁴ See 4:60-API, *Purchases*, for bidding exemptions and the requirements for electronic bid opening. A board may set a lower bidding threshold by policy but should first seek its attorney's advice because such action may expand a board's vulnerability to a bidding challenge.

3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 *et seq.*
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c. ⁵
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget. ⁶
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10). ⁷
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*. ⁸
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c)⁹ to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;¹⁰ and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her. ¹¹
 - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having direct contact with children or students if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ Concerning collective bargaining requirements, see *McLean Co. Unit Dist. 5 v. AFSCME & IELRB*, 12 N.E.2d 3d 120 (4th Dist. 2014) (good faith bargaining on the decision to subcontract requires notice of the consideration of the subcontract before it is finalized; meeting with the union to provide an opportunity to discuss and explain the decision; providing information to the union; and giving consideration to any counterproposal the union makes).

⁶ 105 ILCS 5/10-20.21(b-5).

⁷ 105 ILCS 5/10-20.21(b-10).

⁸ 105 ILCS 5/10-20.19c.

⁹ 105 ILCS 5/10-21.9(c), ~~amended by P.A. 101-531~~; 105 ILCS 5/21B-80(c), ~~amended by P.A. 101-531~~.

¹⁰ *Id.*

¹¹ The implementation process is in 4:60-AP3, *Criminal History Records Check of Contractor Employees*. See 5:30-AP2, *Investigations*, for a list of offenses which disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g). ¹²

a-c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease ~~if the employee will have direct, daily contact with one or more student(s);~~ and (2) require any new or existing employee who ~~has and will have direct, daily contact with one or more~~ provides services to student(s) or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept.artment of Public Health rules or order of a local health official. ¹³

9. ~~After 1-1-23, a~~Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act. ¹⁴
10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. ¹⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹² 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*. For the definition of sexual misconduct, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676, and sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest. Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See 5:30-AP2, *Investigations*, 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for afterschool events, but does not have direct, daily contact with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, eff. 7-1-23, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation.

¹³ 105 ILCS 5/24-5, ~~amended by P.A. 101-81~~. P.A. 98-716, expanded the scope of 105 ILCS 5/24-5 by adding a definition of *employee* that includes contractors’ employees for whom a criminal history records check is required. Since Aug. 2014, the Ill. Dept. of Public Health (IDPH) has not required school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3). Before requesting a contractor’s employee for a health examination, contact the board attorney concerning this action’s legality under other personnel laws, including the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.).

¹⁴ 410 ILCS 170/10(b), added by P.A. 102-242, ~~eff. 1-1-23~~.

¹⁵ 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ~~ISBE~~the Ill. State Board of Education, see www.isbe.net/gata.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided. ¹⁶

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., [5/22-94](#),
and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), [5:90 \(Abused and Neglected Child Reporting\)](#)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ This is an optional provision. The numerous reporting and website posting mandates are in 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. As an alternative to the policy's default language, a board may insert the underscored:

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts and maintain a status report for monthly presentation to the Board, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 5 - PERSONNEL**

General Personnel

- 5:10 Equal Employment Opportunity and Minority Recruitment
 - 5:10-AP Administrative Procedure - Workplace Accommodations for Nursing Mothers
- 5:20 Workplace Harassment Prohibited
 - 5:20-AP Administrative Resource - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
 - 5:20-E Exhibit - Resolution to Prohibit Sexual Harassment
- 5:30 Hiring Process and Criteria
 - 5:30-AP1 Administrative Procedure - Interview Questions
 - 5:30-AP2 Administrative Procedure - Investigations
 - 5:30-AP2, E1 Exhibit - Notice of Preliminary Hiring Decision Based on Conviction Record
 - 5:30-AP2, E2 Exhibit - Notice of Final Hiring Decision Based on Conviction Record
 - 5:30-AP3 Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR)
 - 5:30-AP3, E Administrative Procedure - EHR Letter to Applicant's Current/Former Employer
- 5:35 Compliance with the Fair Labor Standards Act
 - 5:35-AP1 Administrative Procedure - Fair Labor Standards Act Exemptions
 - 5:35-AP2 Administrative Procedure - Employee Records Required by the Fair Labor Standards Act
 - 5:35-AP3 Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA
 - 5:35-AP4 Administrative Procedure - Fair Labor Standards Act 12-Step Compliance Checklist
 - 5:35-E Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee
- 5:40 Communicable and Chronic Infectious Disease

5:40-AP	Administrative Procedure - Communicable and Chronic Infectious Disease
5:50	Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
5:60	Expenses
5:60-AP	Administrative Procedure - Federal and State Grant Travel Expense Procedures
5:60-E1	Exhibit - Employee Expense Reimbursement Form
5:60-E2	Exhibit - Employee Estimated Expense Approval Form
5:70	Religious Holidays
5:80	Court Duty
5:90	Abused and Neglected Child Reporting
5:90-AP1	Administrative Procedure - Coordination with Children’s Advocacy Center
5:90-AP2	<u>Administrative Procedure - Parent/Guardian Notification of Sexual Misconduct</u>
5:100	Staff Development Program
5:100-AP	Administrative Procedure - Staff Development Program
5:110	Recognition for Service
5:120	Employee Ethics; Code of Professional Conduct; and Conflict of Interest
5:120-AP1	Administrative Procedure - Statement of Economic Interests for Employees
5:120-AP2	Administrative Procedure - Employee Conduct Standards
5:120-AP2, E	Exhibit - Expectations and Guidelines for Employee-Student Boundaries
5:120-E	Exhibit - Code of Ethics for Illinois Educators
5:125	Personal Technology and Social Media; Usage and Conduct
5:125-E	Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media
5:130	Responsibilities Concerning Internal Information
5:130-AP	Administrative Procedure - Email Retention
5:140	Solicitations By or From Staff

- 5:150 Personnel Records
 - 5:150-AP Administrative Procedure - Personnel Records
- 5:160 OPEN
- 5:170 Copyright
 - 5:170-AP1 Administrative Procedure - Copyright Compliance
 - 5:170-AP2 Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works
 - 5:170-AP3 Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment
 - 5:170-AP4 Administrative Procedure - Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process
 - 5:170-E1 Exhibit - Request to Reprint or Adapt Material
- 5:180 Temporary Illness or Temporary Incapacity
- 5:185 Family and Medical Leave
 - 5:185-AP Administrative Procedure - Resource Guide for Family and Medical Leave

Professional Personnel

- 5:190 Teacher Qualifications
 - 5:190-E1 Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
 - 5:190-E2 Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements
 - 5:190-E3 Exhibit - Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:210 Resignations
- 5:220 Substitute Teachers
 - 5:220-AP Administrative Procedure - Substitute Teachers

- 5:220-E Exhibit - Unsatisfactory Performance Report for Substitute Teachers
- 5:230 Maintaining Student Discipline
- 5:240 Suspension
 - 5:240-AP Administrative Procedure - Suspensions
- 5:250 Leaves of Absence
 - 5:250-AP Administrative Procedure - School Visitation Leave
- 5:260 Student Teachers

Educational Support Personnel

- 5:270 Employment At-Will, Compensation, and Assignment
 - 5:270-E Exhibit - Notice of Employment
- 5:280 Duties and Qualifications
- 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
 - 5:285-AP Administrative Procedure - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:290 Employment Termination and Suspensions
- 5:300 Schedules and Employment Year
- 5:310 Compensatory Time-Off
 - 5:310-E Exhibit - Agreement to Receive Compensatory Time-Off
- 5:320 Evaluation
- 5:330 Sick Days, Vacation, Holidays, and Leaves

General Personnel

Hiring Process and Criteria ¹

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.² The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.³ If the Superintendent's recommendation is rejected, the Superintendent must submit another.⁴ No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy contains an item on which impact bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

² See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a male or female job. 29 C.F.R. §1604.5, 34 C.F.R. §106.55.

³ Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees." 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

Subject to an applicable collective bargaining agreement in effect on 6-13-11, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience, provided that the length of continuing service with the district must not be considered a factor, unless all other factors are determined by the school district to be equal. 105 ILCS 5/24-1.5. The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

⁴ An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

⁵ 775 ILCS 5/2-103.1, ~~added by P.A. 101-656~~, prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. For the disqualifying offenses listed in 105 ILCS 5/21B-80, amended by P.A. 102-552, a district does not have to show a *substantial relationship* between the offense and the position or that hiring or continuing to employ the person would involve an unreasonable risk. However, the Ill. Dept. of Human Rights (IDHR) interprets the Ill. Human Rights Act (IHRA) to still require the employer to notify the applicant of the disqualification pursuant to law and to afford the applicant at least five business days to respond in case the applicant wants to dispute the accuracy of the conviction record. *Id.* at 5/2-103.1(C). See IDHR's *Conviction Record Protection – Frequently Asked Questions* (March 2021), at:

<https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>~~www2.illinois.gov/dhr/Pages/Conviction-Record-Protection-Frequently-Asked-Questions.aspx~~.

Attorneys have different opinions as to whether the IHRA requires the *interactive assessment* outlined in 775 ILCS 5/2-103.1(c), which includes preliminary and final notices, when a disqualifying offense listed in 105 ILCS 5/21B-80 is found in a conviction record; **consult the board attorney for guidance on this issue**. See administrative procedure 5:30-AP2, *Investigations*, and its footnotes for more detail regarding the IHRA notice provisions and the need for districts to also comply with the seven-day notification requirement in the Ill. Uniform Conviction Information Act, 20 ILCS 2635/7. **Note:** The protections of 775 ILCS 5/2-103.1 do not cover *unpaid interns*, which may include student teachers in the K-12 context. The definition of *employee* in the IHRA only extends to include unpaid interns for civil rights violations involving sexual harassment. 775 ILCS 5/2-101(A)(1)(c) and 5/2-102(D).

All applicants must complete a District application in order to be considered for employment. ⁶

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. ⁷

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

105 ILCS 5/10-21.9(c), ~~amended P.A. 101-531~~; 105 ILCS 5/21B-80, amended by P.A.s ~~101-531 and~~ 102-552, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s ~~101-531, 101-643, and~~ 102-552 and 102-702, eff. 7-1-23, see f/ns 5 and 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

⁶ Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. 105 ILCS 5/22-6.5. District employment applications must contain a statement to this effect. Id. Each employment application for these positions must state the following (Id.):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

Many districts ask applicants about disqualifying criminal convictions on their employment applications or at another point before a job offer is made. State law does not expressly prohibit this practice; however, guidance issued by IDHR regarding implementation of 775 ILCS 5/1-103(G-5) and 5/2-103.1, ~~added by P.A. 101-656~~, states "[u]nless authorized by law, an employer is prohibited from inquiring about an applicant's conviction record prior to making a job offer to the applicant." See ~~IDHR's Conviction Record Protection – Frequently Asked Questions~~ guidance issued by IDHR (March 2021), at:

~~<https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>~~~~www2.illinois.gov/dhr/Pages/Conviction-Record-Protection-Frequently-Asked-Questions.aspx~~

While the School Code and Job Opportunities for Qualified Applicant Act do not prohibit districts from asking about disqualifying convictions before a job offer is made, it is unclear whether they affirmatively *authorize* such inquiries. The IDHR's guidance does not carry the force of law, but it may impact its handling of a discrimination charge based on a conviction record. It is also unclear if an applicant's mere disclosure of a disqualifying conviction on an application, absent results of a fingerprint-based criminal history records check, Ill. Sex Offender Registry check, or Violent Offender Against Youth Registry check, triggers the district's obligation to provide notice to the applicant under 775 ILCS 5/2-103.1(C); see also f/n 5, above. Consult the board attorney for advice on these issues and how they may affect application processes.

Any employer that asks applicants to record video interviews and uses an artificial intelligence (AI) analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, ~~added by P.A. 101-260~~. Employers should also be careful that use of AI, software, and algorithms to assess applicants does not violate the Americans with Disabilities Act (ADA) (42 U.S.C. §12101 et seq.). See *The Americans with Disabilities Act and the Use of Software, Algorithms, and Artificial Intelligence to Assess Job Applicants and Employees* technical assistance document issued by the U.S. Equal Employment Opportunity Commission (May 2022) at: www.eeoc.gov/laws/guidance/americans-disabilities-act-and-use-software-algorithms-and-artificial-intelligence. Given the rapidly changing technologies in this area, please consult the board attorney.

⁷ 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict. ⁸

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law.⁹ When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed.¹⁰ The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database.¹¹ The School Code requires the Board President to keep a conviction

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁸ Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. 105 ILCS 5/24-12(b). A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

A job description is evidence of a position's essential functions. 29 C.F.R. §1630.2(n). The ADA protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job. 42 U.S.C. §12101 *et seq.*, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325. Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities. 29 C.F.R. §1630.2(m). For a definition of essential functions see *Id.* at 1630.2(n). Whether a particular function is essential is a factual determination.

Important: The ADAAA made significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. There is information about the regulations and a link to them at: www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm. Consult the board attorney regarding how these amendments impact the district's hiring processes.

⁹ The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9, amended by P.A.s ~~101-72, 101-531, 101-643, and 102-552~~ and 102-702, *eff. 7-1-23*. See administrative procedure 5:30-AP2, *Investigations*, for the process, timing, and positions requiring criminal background investigation and what steps a district must take if it wants to disqualify an applicant based on a conviction record. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: <https://isp.illinois.gov/Sor/Disclaimerwww.isp.state.il.us/sor>. The Statewide Murderer and Violent Offender Against Youth Database is available at: <https://isp.illinois.gov/MVOAY/Disclaimerwww.isp.state.il.us/emvo/>. For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s ~~101-531 and 101-643~~ 102-702, *eff. 7-1-23*, see f/n 5 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*. See policy 4:60, *Purchases and Contracts*, for requirements concerning (1) criminal background checks of employees of contractors who have *direct, daily contact* with students and (2) *sexual misconduct related employment history reviews (EHRs) of employees of contractors of have direct contact with children or students*.

¹⁰ *Id.* If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s ~~101-72, 101-531, 101-643, and 102-552~~ and 102-702, *eff. 7-1-23*, and the EHR required by 105 ILCS 5/22-94, added by P.A. 102-702, *eff. 7-1-23*, including the federal *Rap Back Service* (20 ILCS 2630/3.3) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. §1681 *et seq.*), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment**, in the **Other Background Check Laws** row.

¹¹ 105 ILCS 5/10-21.9(b), ~~amended by P.A.s 101-72 and 101-531~~, and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. ~~Dept. of~~ State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law.¹² The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.¹³

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80¹⁴ or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.¹⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b), ~~amended by P.A.s 101-72 and 101-531~~. Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of education, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. ~~Dept. of~~ State Police and/or Statewide Sex Offender Registry.

¹² *Id.* at 5/10-21.9(b), ~~amended by P.A.s 101-72 and 101-531~~ and 105 ILCS 5/21B-85, amended by P.A. 102-552. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department.

105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. *Id.*

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center ~~Executive Director~~."

For more discussion regarding responses to results obtained by criminal history records checks and screenings as required by 105 ILCS 5/10-21.9(e), amended by P.A.s ~~101-531 and 101-643~~ 102-702, eff. 7-1-23, see f/n 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

¹³ Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.* Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program. 820 ILCS 55/12. This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See f/n 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

¹⁴ See f/n 5, above.

¹⁵ 105 ILCS 5/10-21.9(c) and (g), ~~amended by P.A. 101-531~~. See f/n 6 in 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: ¹⁶

The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.¹⁷

The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. ¹⁸

The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation. ¹⁹

The District does not request or require an applicant to disclose wage or salary history as a condition of employment. ²⁰

The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. ²¹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: “The Superintendent shall ensure that the District does not engage”

¹⁷ Employee Credit Privacy Act, 820 ILCS 70/10. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

¹⁸ 820 ILCS 112/10(b-5), ~~added by P.A. 101-177~~. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), ~~added by P.A. 101-177~~.

¹⁹ Id.

²⁰ Id.

²¹ 820 ILCS 112/10(b-10), ~~added by P.A. 101-177~~. **Note:** Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), ~~added by P.A. 101-177~~, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), ~~added by P.A. 101-177~~.

A school board that wishes to preserve these exceptions should consult its board attorney; then they may supplement number 5 by adding the following after “compensation”:

unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer.

The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act. ²²

The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts. ²³

The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR) ²⁴

Prior to hiring an applicant for a position involving direct contact with children or students, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations ²⁵

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²² Right to Privacy in the Workplace Act, 820 ILCS 55/10(a).

²³ Id. at 55/10(b)(6)(B) (commonly known as the *Facebook Password Law*). A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. Id. at 55/10(b)(5). Bracketed explanations follow the statutory language:

"Nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring...provided that the password, account information, or access sought by the employer only relates to an online account that:

(A) an employer supplies or pays; or

(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."

[Based on this explanation, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to all types of personal technology that employees may use to communicate with students or other individuals, such as text messages on a personal phone. Consult the board attorney about these issues.

²⁴ 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*, for the process, timing, and positions requiring an EHR. See policy 4:60, *Purchases and Contracts*, and administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for EHR requirements for employees of contractors who have *direct contact with children or students*.

²⁵ 105 ILCS 5/24-5, amended by P.A. 101-84. According to this statute, a new or existing employee or substitute teacher employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health (IDPH) or by order of a local public health official. The IDPH does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.²⁶ The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. ADA, 42 U.S.C. §12112(d)(2); see also f/n 8 for an explanation regarding the ADA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

²⁶ The State law (105 ILCS 5/24-5, ~~amended by P.A. 101-81~~) allowing boards to require physicals of current employees "from time to time," is ~~been~~ superseded by the ADA, 42 U.S.C. §12112(d)(4). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. *Id.* Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r). See f/n 8 for an explanation regarding the ADA.

See f/n ²⁵4 for a discussion of examinations by spiritual leaders/practitioners.

- LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,
5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482 (Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than
the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex
Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and
Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease),
5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of
Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and
Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and
Qualifications)

DRAFT

General Personnel

Abused and Neglected Child Reporting¹

Any District employee who suspects or receives knowledge that a student may be an abused or neglected² child or, for a student aged 18 through 22, an abused or neglected individual with a

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. The Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/) requires *education personnel* to immediately report ~~or cause a report to be made~~ to DCFS when they have reasonable cause to believe a child known to them in their professional or official capacities may be abused or neglected; *education personnel* includes school personnel (including administrators and certified and non-certified school employees) and educational advocates assigned to a child in accordance with the School Code. 325 ILCS 5/4(a)(4), ~~added by P.A. 101-564; ANCRA states that such personnel "may also notify the person in charge of [the] school[.]"~~ 325 ILCS 5/4(e). *Education personnel* also includes board members; however, ANCRA does not require them to directly report to DCFS and instead states that a board member "shall direct or cause the school board to direct the superintendent" to report to DCFS. 325 ILCS 5/4(a)(4), (d). See the [Special School Board Member Responsibilities](#) subhead, below, and sample policy 2:20, *Powers and Duties of the School Board: Indemnification*.

If the report involves an *adult student with a disability*, employees should expect DCFS to instruct them to call the Ill. Dept. of Human Services Office (DHS) office of the Inspector General's statewide ~~24-hour~~ 24-hour toll-free telephone number at 1-800-368-1463. 325 ILCS 5/4.4a and 20 ILCS 1305/1-17(b). Reports involving an adult student with a disability may be made directly to DHS; however, for simplicity, and to preserve a superintendent's duty to disclose certain reports involving an employee or former district employee (see discussion in f/n ~~2018~~ below) and the immunity for such disclosures, the sample policy directs the initial phone call to DCFS. [The Dept. of Human Services Act \(DHSA\) \(20 ILCS 1305/\)](#) allows a *required reporter* four hours to report after the initial discovery of the incident, allegation, or suspicion of any one or more of the following: mental abuse, physical abuse, sexual abuse, neglect, or financial exploitation. 20 ILCS 1305/1-17(k)(1). Only employees are required reporters. 20 ILCS 1305/1-17(a).

~~Abuse and neglect are defined in 325 ILCS 5/3 and, for adult students with a disability in 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.~~

Any person required by law to report abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. [325 ILCS 5/4\(m\) and 20 ILCS 1305/1-17\(k\)\(1\).](#)

A teaching license may be suspended ~~or revoked~~ for willful or negligent failure to report suspected child abuse or neglect as required by law ~~and for sexual misconduct~~. 105 ILCS 5/21B-75, amended by P.A.s ~~101-531 and 102-552 and 102-702, eff. 7-1-23, and 20 ILCS 1305/1-17(k)(1). 20 ILCS 1305/1-17(k)(1) allows mandated reporters for adults with disabilities four hours to report after the initial discovery of the incident, allegation, or suspicion of any one or more of the following: mental abuse, physical abuse, sexual abuse, neglect, or financial exploitation.~~

District employees who make a report in good faith receive immunity, except in cases of willful or wanton misconduct. See 325 ILCS 5/4 and 9. Further, for the purpose of any proceedings, civil or criminal, good faith of the person making the report is presumed. *Id.*

Every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) must review its sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85, ~~added by P.A. 101-531~~. 105 ILCS 5/10-20.71, ~~added by P.A. 101-531~~. See sample policy 7:20, *Harassment of Students Prohibited*.

² [ANCRA covers abuse and neglect of children. 325 ILCS 5/3. DHSA covers abuse and neglect of adult students with a disability. 20 ILCS 1305/1-17\(b\). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.](#)

[Abuse covered by ANCRA also includes grooming as defined in the Ill. Criminal Code of 2012 \(720 ILCS 5/11-25\). 325 ILCS 5/3\(i\), added by P.A. 102-676 \(a/k/a Faith's Law\).](#)

disability³-, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.⁴ Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.⁵ The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.⁶ *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

The School Code goes further and prohibits school employees from engaging in grooming behaviors and sexual misconduct. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610 (a/k/a Erin's Law); 105 ILCS 5/22-85.5(c), added by P.A. 102-676 (a/k/a Faith's Law). To streamline implementation, sample policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest, defines prohibited grooming behaviors to include sexual misconduct and it explicitly prohibits employees from engaging in grooming, grooming behaviors, and sexual misconduct. While it is possible for low-level grooming behaviors and/or sexual misconduct to not amount to grooming prohibited by ANCRA, best practice is to report suspected grooming behaviors and sexual misconduct to DCFS.

³ State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Dept. of Human Services Act (DHS Act) defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. 20 ILCS 1305/1-17(b). However, 105 ILCS 5/14-1.02, amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy's language.

For elementary districts, delete the following phrase from the first sentence: "or, for a student aged 18 through 22, an abused or neglected individual with a disability,."

⁴ 325 ILCS 5/7, ~~amended by P.A. 101-583~~. For a board that wants to include what a DCFS report should contain, an optional sentence follows:

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

When two or more mandated reporters who work within the same workplace share a reasonable cause to believe that a student may be an abused or neglected child, one of them may be designated to make a single report. 325 ILCS 5/4(b). The report must include the name(s) and contact information for the other mandated reporter(s). Id.

⁵ ANCRA states that mandated reporters "may also notify the person in charge of [the] school[.]" 325 ILCS 5/4(e). This sample policy makes the report to the superintendent or building principal mandatory to keep the administration informed. The administration may not force the staff member to change or modify his or her report.

⁶ Optional. The sample policy makes coordination with DCFS, the SRO, and local law enforcement a step in the process of reporting, so the local agencies and school district are better able to prevent and manage the risks school officials and parents/guardians face when a DCFS report has been made, e.g., situations where parents/guardians, upon learning a DCFS report has been made involving their child(ren), commit an act of self-harm in response to the information.

For school districts in DuPage County, the DuPage County State's Attorney (SAO), Regional Office of Education (ROE), Police Dept. (PD), and DCFS have created a *Model Policy Reporting Abuse and Neglect for School Officials in DuPage County*, at: www.dupageroe.org/wp-content/uploads/Mandated_Reporting.pdf. Consult the board attorney about this reporting policy – its intent is for school officials to immediately inform the SAO that a report to DCFS has been made to allow the SAO to investigate and prevent evidence spoliation. **Note:** The DuPage SAO, ROE, and PD lack authority under ANCRA over school officials to enforce compliance with this "model reporting policy;" only DCFS has the authority under ANCRA to enforce penalties under ANCRA, not the "model reporting policy." The DuPage SAO, ROE, and PD did not consult school officials in the creation of its "model reporting policy."

the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.⁷

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at www.report.cybertip.org or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.⁸

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.⁹

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.¹⁰

All District employees shall:

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁷ 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531.

⁸ ANCRA requires an electronic and information technology equipment worker or the worker's employer to report a discovery of child pornography depicted on an item of electronic and information technology equipment. 325 ILCS 5/4.5(b). Consult the board attorney to determine whether any district employees fit the definition of an *electronic and information technology worker*, i.e., are "persons who in the scope and course of their employment or business install, repair, or otherwise service electronic and information technology equipment for a fee."

The paragraph exceeds the State requirements by requiring *all* district employees to report a discovery of child pornography on electronic and information technology equipment. This furthers the National Center for Missing and Exploited Children's public policy goal of "empowering the public to take immediate and direct action to enforce a zero tolerance policy regarding child sexual exploitation."

Similar to school personnel who are mandated reporters, electronic and information technology equipment workers and their employers have broad immunities from criminal, civil, or administrative liabilities when they report a discovery of child pornography as required under 325 ILCS 5/4.5(b), except for willful or wanton misconduct, e.g., knowingly filing a false report. Failure to report a discovery of child pornography is a business offense subject to a fine of \$1001. 325 ILCS 5/4.5(e).

⁹ 720 ILCS 5/12C-50.1(b) creates a duty for *school officials* to report hazing. The term *school official* includes all school employees and volunteer coaches. 720 ILCS 5/12C-50.1(a). The duty to report hazing is triggered only when the employee/volunteer is fulfilling his or her responsibilities as a school official and observes hazing which results in bodily harm. 720 ILCS 5/12C-50.1(b). A report must be made to *supervising educational authorities*, which is not defined in the Act. *Id.* Common sense, however, would require the individual witnessing hazing to report it to the building principal or superintendent. Failure to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1(c). Failure to report hazing that resulted in death or great bodily harm is a Class A misdemeanor. *Id.* 7:190-AP1, *Hazing Prohibited*, uses the same definition of *hazing*; this definition is based on 720 ILCS 5/12C-50.

¹⁰ While it is unclear whether this is a duty or power, 105 ILCS 5/10-23.12(a), amended by P.A. 100-413, authorizes boards "[t]o provide staff development for local school site personnel who work with pupils in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect."

The drill during such training should be: "If in question, report."

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date. ¹¹
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors ([including sexual misconduct as defined in Faith's Law](#))¹², and boundary violations as required by law and policy 5:100, *Staff Development Program*. ^{13 14}

Alleged Incidents of Sexual Abuse; Investigations ¹⁵

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. ¹⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹¹ ANCRA also requires staff members, within three months of employment, to complete mandated reporter training, including a section on implicit bias and racial and ethnic sensitivity. 325 ILCS 5/4(j), amended by P.A. ~~s 101-564~~ and 102-604. This training must be completed again at least every three years. *Id.* The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. *Id.* While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c), ~~added by P.A. 101-531~~, that mandated reporters annually review [Ill. State Board of Education \(ISBE\)](#) materials regarding notification of DCFS (see f/n ~~175~~, below), and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees.

To reduce liability and align with best practices, ANCRA training for existing district employees appears prudent; however, consult the board attorney about:

1. Whether mandating existing employees to participate in ANCRA training is an item on which collective bargaining may be required. Any policy that impacts upon wages hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.
2. How to comply with both the new ANCRA training requirements and whether compliance with them would also satisfy the School Code's more limited district-provided training requirement discussed in f/n ~~109~~ above.

¹² [Sexual misconduct under Faith's Law is defined in 105 ILCS 5/22-85.5\(c\), added by P.A. 102-676. See f/n 2, above, regarding the inclusion of sexual misconduct in the definition of grooming behaviors set forth in sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest.*](#)

¹³ [Erin's Law](#), 105 ILCS 5/10-23.13, amended by P.A. 102-610 ([a/k/a Erin's Law](#)). For additional *Erin's Law* requirements and definitions, see policies and the f/ns in 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*.

¹⁴ 105 ILCS 5/10-23.12(b) permits DCFS to cooperate with school officials to distribute informational ANCRA materials in school buildings. The following optional sentence provides that information: "The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building."

¹⁵ Delete this subhead if your school district is not within a county served by an accredited CAC. 105 ILCS 5/22-85, ~~added by P.A. 101-531~~, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. The law is silent about investigations in counties without CACs.

¹⁶ Though 105 ILCS 5/22-85(b), ~~added by P.A. 101-531~~, defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of *sexual abuse* used in the Ill. Criminal Code of 2012 is used.

If a District employee reports an alleged incident of sexual abuse to DCFS¹⁷ and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children’s Advocacy Center (CAC).¹⁸ The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation.¹⁹ The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.²⁰

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under Faith’s Law, and (2) that act resulted in the license holder’s dismissal or resignation from the District, ~~he or she~~ the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged.²¹ The Superintendent must make the

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁷ 105 ILCS 5/22-85(c), ~~added by P.A. 101-531~~, provides that if a mandated reporter within a school has knowledge of an alleged incident of sexual abuse, the reporter must call the DCFS hotline immediately after obtaining the minimal information necessary to make a report, including the names of the affected parties and the allegations. It further requires ~~the Ill. State Board of Education (ISBE)~~ to make available materials detailing the information necessary to enable notification to DCFS of an alleged incident of sexual abuse, and that all mandated reporters annually review ISBE’s materials.

¹⁸ 105 ILCS 5/22-85(d), ~~added by P.A. 101-531~~.

¹⁹ 105 ILCS 5/22-85(j), (k), ~~added by P.A. 101-531~~.

²⁰ ANCRA requires a superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. 325 ILCS 5/4(d). When a report involves an adult student with a disability, DCFS must instruct mandated reporters making these reports to call the DHS’ Office of the Inspector General’s statewide 24 hour toll-free telephone number: 1-800-368-1463 (325 ILCS 5/4.4a) to make a report under the DHS Act.

The DHS Act (20 ILCS 1305/1-17(l)) then requires a determination of whether a report involving an adult student with a disability should be investigated under it or the Abuse of Adults with Disabilities Intervention Act (20 ILCS 2435), however that Act was repealed by P.A. 99-049 (eff. 7-1-13). The DHS Act does not outline a duty for the superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DHS involving an adult student with a disability.

Given the public policy behind the amendments to 325 ILCS 5/4, a reasonable interpretation of the law is that the superintendent’s duty to disclose now involves DHS reports concerning adult students with disabilities. However, with no mechanism requiring DHS to report back to the superintendent a *non-substantiated report* (DHS version of a DCFS *unfounded report*), a superintendent’s duty to disclose cannot end. Consult the board attorney about managing the duty to disclose reports that involve adult students with disabilities when DCFS redirects the reporter to DHS. For more information, see policy 5:150, *Personnel Records*.

See also f/n 4 of policy 5:150, *Personnel Records*, discussing the Elementary and Secondary Education Act’s (ESEA) (20 U.S.C. §7926) requirement that school policies must explicitly prohibit school districts from providing a recommendation of employment for an employee, contractor, or agent that a district knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

²¹ Alternative for districts in suburban Cook County: replace “Regional Superintendent” with “appropriate Intermediate Educational Service Center Executive Director.”

report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder. ²²

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated. ²³

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*. ²⁴

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in AN CRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with AN CRA's requirements concerning the reporting of child abuse. ²⁵

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by AN CRA, the Board may dismiss that employee immediately. ²⁶

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification*. ²⁷

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²² 105 ILCS 5/10-21.9(e-5), amended by P.A.s ~~101-531 and 102-552~~ and 102-702, eff. 7-1-23, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute.

²³ 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:90-AP2, *Parent/Guardian Notification of Sexual Misconduct*.

²⁴ 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:150-AP, *Personnel Records*.

²⁵ 325 ILCS 5/4(d). This statute makes board members mandatory child abuse reporters "to the extent required in accordance with other provisions of this section expressly concerning the duty of school board members to report suspected child abuse." Thus, a board member's duty is "to direct the superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse" whenever an "allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district of which he or she is a board member is an abused child." Of course, any board member with reason to doubt that a report was or will be made should directly contact DCFS.

²⁶ 105 ILCS 5/10-23.12(c) ~~added by P.A. 101-531~~. See f/n 67, above, and f/n 3 in sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

²⁷ 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See the discussion in the f/ns tied to these duties in sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, ~~and~~ 5/21B-85, [5/22-85.5](#), and [5/22-85.10](#).
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), [4:60 \(Purchases and Contracts\)](#), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

DRAFT

General Personnel

Personal Technology and Social Media; Usage and Conduct ¹

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible ~~communication techniques through the use of~~ web-based and/or mobile technologies that allow users to turn communication into share content and/or engage in interactive ~~dialogue~~ communication through online communities.² This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube.* ³

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes ~~laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g. iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones, e.g. iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g. iPod®).~~ ⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ This policy is optional. Consult the board attorney because personal technology, social media, and public employees’ First Amendment rights involve unprecedented and unsettled areas of the law. In addition, personal technology and social media platforms change continually.

Therefore, instead of prohibiting specific actions, this sample policy focuses on what will not change - maintaining appropriate behavior as outlined in 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, the Ill. Educators’ Code of Ethics at 23 Ill.Admin.Code §22.20, and 105 ILCS 5/21B-75, amended by P.As. ~~401-531 and 102-552 and 102-702, eff. 7-1-23~~ (allows suspensions or revocations of licenses, endorsements, or approvals for abuse or neglect of a child, willful or negligent failure to report suspected child abuse or neglect, sexual misconduct as defined in 105 ILCS 5/22-85.5(c), immorality, and unprofessional conduct, among other things). *Immoral* has been defined by one court to mean “shameless conduct showing moral indifference to the opinions of the good and respectable members of the community.” See Ahmad v. Bd. of Educ. of City of Chicago, 36556 Ill.App.3d 155 (1st Dist. 2006).

Consult the board attorney when a board wants to prohibit more specific actions and/or specific speech, e.g., *friending* students on Facebook or similar social media, *tweeting* or otherwise communicating with students on Twitter or similar social media sites, and text messaging or emailing students. See also the discussion in *f/ns* ~~56~~ & ~~67~~ below.

This policy also contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. When a policy’s subject matter is superseded by a bargaining agreement, the board policy can state, “Please refer to the applicable collective bargaining agreement(s).”

² Several definitions of social media exist, and a board may wish to use another definition or create its own with the board attorney. This sample policy’s definition is very broad. It is adapted from ~~a frequently cited Wikipedia definition at~~ Merriam-Webster’s definition at: www.merriam-webster.com/dictionary/social%20media.

³ Optional. A board may want to add other sites. As of ~~July 2021~~ January 2023, the publication *eBizMBA Inc.* lists the top four social networking sites as Facebook, YouTube, Instagram, and Twitter respectively.

⁴ Optional.

Usage and Conduct ⁵

All District employees who use personal technology and/or social media shall: ⁶

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting-Child Reporting*.
6. Not disclose ~~student record~~confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130,

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ Whether to discipline an employee for his or her speech is always highly fact sensitive and should always occur after a consultation with the board attorney. See f/n 1 and [127](#). The discipline will require careful balancing of the district's obligations to protect its students with employees' rights. Further, a board may not discipline its employees for discussing the terms and conditions of their employment with co-workers and others or otherwise interfere with their employees' efforts to work to improve the terms and conditions of their workplace. 29 U.S.C. §151 et seq. ([Illinois courts have looked to the National Labor Relations Act for guidance on what is protected activity under the Ill. Educational Labor Relations Act, 115 ILCS 5/](#)).

⁶ The following list is optional and may contain items on which collective bargaining may be required. See f/n 1. To ensure that the listed expectations match local conditions, boards may want to initiate a conversation with the superintendent about these expectations. Expectations will be most effective when they reflect local conditions and circumstances. This conversation provides an additional opportunity for the board and superintendent to examine all current policies, collective bargaining agreements, and administrative procedures applicable to this subject. See f/n [62](#) of [sample](#) policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, for more discussion about how to initiate this conversation, f/n [43](#) of [sample](#) policy 5:100, *Staff Development Program*, and the discussion in f/n 2 of sample policy 8:10, *Connection with the Community*, related to excluding followers and purging critics from social media accounts that are considered public forums ([Knight First Amendment Inst. at Columbia Univ. v. Trump, 302 F.Supp.3d 541 \(S.D.N.Y. 2018\)](#)). Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. After discussing these issues, the board may have further expectations and may choose to reflect those expectations here.

Responsibilities Concerning Internal Information. For District employees, proper approval may include implied consent under the circumstances.⁷

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.⁸
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.⁹
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.¹⁰
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.¹¹

Superintendent Responsibilities

The Superintendent shall:¹²

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁷ Inherent dangers exist when district employees use personal technology and social media without understanding how the information is used within the chosen platform and what choices are available within the platform to control it. Some examples of laws that require the safekeeping of district and school records include: the Federal Educational Rights and Privacy Act, 20 U.S.C. §1232g, and the Ill. School Student Records Act, 105 ILCS 10/ (both prohibit the unauthorized disclosure of student school records); 5 ILCS 140/7 (exempts personnel information and other items such as school security and response plans and maps from disclosure); 45 C.F.R. §164.502 (protects the employees' health information); and 820 ILCS 40/ (governs the release of an employee's disciplinary action). For district employees, implied consent may be sufficient in some circumstances, e.g., teachers taking pictures of each other at a birthday party in the teachers' lounge or at a social event off school grounds and later posting those pictures on social media.

⁸ 17 U.S.C. §101 *et seq.*

⁹ 105 ILCS 5/24-9; Fair Labor Standards Act, 29 U.S.C. §201 *et seq.* See also f/ns 1 and 56 above.

¹⁰ The Children's Internet Protection Act (CIPA) (47 U.S.C. §254(l)) requires school districts to maintain a policy and provide Internet access that protects against access to websites containing material that is obscene, pornographic, or harmful to minors. See [sample policy](#) 6:235, *Access to Electronic Networks*. Because a district cannot subject its employees' usage of personal technology and social media to the same measures required under CIPA (i.e., content filters, blocking lists, or district monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage), this statement seeks to balance the district's duty by shifting responsibility for inappropriate behavior to the individual employee.

¹¹ The Ill. Human Rights Act makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action against any employee, when the district knows that the employee committed or engaged in sexual harassment of a student. 775 ILCS 5/5A-102. Sexual harassment of a student is also prohibited by [sample policy](#) 7:20, *Harassment of Student Prohibited*, and of an employee by [sample policy](#) 5:20, *Workplace Harassment Prohibited*.

¹² 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration. One logical method for a board to address the issue of district employees' use of personal technology and social media is to include its expectations during its in-service trainings required by 105 ILCS 5/10-22.39. Many experts in social media risk management advocate training employees about the expectations concerning social media usage. For boards that do not want to include this as a part of the in-service, delete the phrase "during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by [Board policy](#) 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest.*"

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by ~~Board~~-policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.¹³
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Public employee First Amendment issues involve the balance between the importance of the speech and the district's interest in maintaining order and effective school operations. The First Amendment "does not entitle primary and secondary teachers, when conducting the education of captive audiences, to cover topics, or advocate viewpoints, that depart from the curriculum adopted by the school system." See Mayer v. Monroe Cnty. Cmty. Sch. Corp., 474 F.3d 477 (7th Cir. 2007). Nor is the First Amendment likely to entitle a teacher to protection for purely personal speech that does not touch on a matter of public concern. See Pickering v. High Sch. Dist. 205, 391 U.S. 563 (1968). However, when public employees speak as private citizens on their own time about matters of public concern, they may face only those speech restrictions that are necessary for their employers to operate efficiently and effectively. Garcetti v. Ceballos, 547 U.S. 410 (2006).

¹³ Right to Privacy in the Workplace Act, 820 ILCS 55/10(b) (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in f/n ~~2449~~ in sample policy 5:30, Hiring Process and Criteria. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

- LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).
- CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

DRAFT

General Personnel

Personnel Records ¹

Maintenance and Access to Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. ²
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*. ³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement(s)."

² An employee has the right to view his or her personnel file contents, with a few exceptions. Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/. Thus, personnel files should contain only factual and accurate job-related information. Additionally, 105 ILCS 5/22-94(c), a/k/a Faith's Law, added by P.A. 102-702, eff. 7-1-23, requires a district to maintain as part of an employee's personnel file a form including sexual misconduct related information; the form is completed at the time of separation of employment or at the request of the employee. See 5:150-AP, Personnel Records. Finally, in addition, the PRRA identifies records that may not be kept: a record of an employee's associations, political activities, publications, communications, or non-employment activities (820 ILCS 40/9, ~~amended by P.A. 101-531~~) and records identifying an employee as the subject of an investigation by the Ill. Dept. of Children and Family Services (DCFS) if the investigation resulted in an unfounded report as specified in the Abused and Neglected Child Reporting Act (820 ILCS 40/13). See f/n 5.

³ Unless a specific exemption is available, personnel file information is available to anyone making a FOIA request. 5 ILCS 140/. Specific exemptions protect the following:

1. *Private information* meaning "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person." 5 ILCS 140/7(1)(b); 5 ILCS 140/2(c)-5.
2. *Personal information* "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7(1)(c).

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance.⁴ The Superintendent shall: ⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

3. *Information prohibited from being disclosed under the Illinois Educational Labor Relations Act (IELRA).* 5 ILCS 140/7.5(yy), ~~added by P.A. 101-620~~; 115 ILCS 5/3(d). The prohibitions in the IELRA overlap with some categories of private information identified in FOIA and include: (a) the employee's home address (including ZIP code and county); (b) the employee's date of birth; (c) the employee's home and personal phone number; (d) the employee's personal email address; (e) any information personally identifying employee membership or membership status in a labor organization or other voluntary association affiliated with a labor organization or a labor federation; and (f) e-mails or other communications between a labor organization and its members. Unless a specific exception in the IELRA applies, if a district receives a third-party request for any of these six categories of information about an employee, the district must provide the union with a copy of the written request (or written summary of an oral request), as well as a copy of the district's response within five business days of sending the response. If the employee is not in a bargaining unit, then these notices must be given directly to the employee. 115 ILCS 5/3(d). **Note:** It is best practice to maintain union-related documents, such as grievances, separately from an employee's personnel file.
4. *Information prohibited from being disclosed by the PRRA.* 5 ILCS 140/7.5(q). The PRRA prohibits the disclosure of a performance evaluation under FOIA. 820 ILCS 40/11. The treatment of a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age and nature of the responsive record. If the responsive record is more than four years old and is not related to an incident or attempted incident of sexual abuse, ~~or~~ severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request must be denied unless the disclosure is permitted by the Act. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. ~~s-101-534~~ 102-702, eff. 7-1-23. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse, ~~or~~ severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by P.A. ~~s-101-534~~ 102-702, eff. 7-1-23. If the responsive record is four years old or less (regardless of its nature), the district should provide the record and must notify the employee in written form or through email, if available. 820 ILCS 40/7 and 40/8, amended by P.A. ~~s-101-534~~ 102-702, eff. 7-1-23.

The School Code prohibits the disclosure of school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws. 105 ILCS 5/24A-7.1. Finally, sexual misconduct employment history review (EHR) information received pursuant to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, is not deemed a public record under the School Code. However, P.A. 102-702, eff. 7-1-23, did not specifically amend or reference FOIA. Districts should consult their board attorneys if they receive FOIA requests for EHR information regarding current or former employees.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub.L. 104-191) created national standards to protect individuals' medical records and other personal health information. If a district is a *covered entity* (i.e., offers a self-insured group health plan or flexible spending account), it must establish clear procedures to protect the employee's health information. 45 C.F.R. §164.502. Such districts should consult their attorneys and insurance provider for assistance.

⁴ The Employment Record Disclosure Act (745 ILCS 46/10) provides conditional immunity to employers responding to a reference request; it states: "Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith and is immune from civil liability for the disclosure and the consequences of the disclosure." This immunity statute does not, however, create an exemption to the requirements in the PRRA. The PRRA requires an employer to give an employee written notice before divulging a "disciplinary report, letter of reprimand, or other disciplinary action to a third party." 820 ILCS 40/7. An employment application may contain a waiver of this notice. Id.

⁵ 325 ILCS 5/4(d), ~~amended by P.A. 101-564~~, requires a superintendent, upon being asked for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. For more information, see 5:150-AP, *Personnel Records*.

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law,⁶ but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with Faith's Law.⁷

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 20 U.S.C. §7926.
[105 ILCS 5/22-94.](#)
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personal Record Review Act.
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: www2.ed.gov/policy/elsec/leg/essa/index.html. See also [sample procedure 2:265-AP1, Title IX Sexual Harassment Response, at f/n 7.](#)

Consult the board attorney about what “or has probable cause to believe, has engaged in sexual misconduct” means. For guidance, [sample](#) policy 5:90, *Abused and Neglected Child Reporting*, and its f/n 14 analysis define an “alleged incident of sexual abuse” as an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

⁶ Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements.

⁷ [105 ILCS 5/22-94\(e\), added by P.A. 102-702, eff. 7-1-23.](#)

General Personnel

Copyright ¹

Works Made for Hire ²

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

Copyright Infringement; Designation of District Digital Millennium Copyright Act (DMCA) Agent ³

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. Creators of original materials, including materials posted on the Internet, are granted exclusive rights, known as *copyrights* (17 U.S.C. §101 *et seq.*). These exclusive rights include reproducing and publicly performing the work. Congress granted some exceptions to exclusive rights for schools, including §107 on fair use, §108 on library reproduction and archiving, §109 on first sale, and §110 on classroom performance and display. If not covered by an exception, the copyright owner's permission must be sought before a work can be copied or performed. The fine for failing to comply with copyright law is steep making the cost of consulting with the board attorney a bargain. [Fair use determinations are very fact specific. See 5:170-AP1, Copyright Compliance, for more information and resources, and consult the board attorney as needed for guidance.](#)

² In evaluating a work made for hire claim, courts consider a non-exhaustive list of factors, including: (1) the hiring party's right to control the manner and means by which the product is accomplished; (2) the skill required to create the material; (3) the location of the work; (4) the duration of the relationship between the parties; (5) whether the hiring party has the right to assign additional projects to the hired party; and (6) the provision of employee benefits. [Shanton v. St. Charles Community Unit Sch. Dist. 303](#), 2017 WL 4865536 (N.D.Ill. 2017)(citing [Community for Creative Non-Violence v. Reid](#), 490 U.S. 730 (1989)). [See also Works Made for Hire \(Circular 30\)](#), at: www.copyright.gov/circs/circ30.pdf.

³ Optional. Before using this text, **consult the board attorney to first identify whether the District is an online service provider (OSP) under the DMCA.** The DMCA is an amendment to 17 U.S.C. §101 *et seq.* The amendment provides limitations on OSP liability for storage, at the direction of a user, of copyrighted material residing on a system or network controlled or operated by or for the OSP. This liability limitation is called the *Safe Harbor Provision* (SHP). **If a district is an OSP, the SHP provision will only apply if the district designates, publicizes, and registers a DMCA Agent with the federal Copyright Office (at publication time, registration was \$6).**

District DMCA Agent:

Name

Address

Email

Telephone

LEGAL REF.: ~~Federal Copyright Law of 1976~~, 17 U.S.C. §101 et seq., ~~Federal Copyright Law of 1976~~,
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Districts that may benefit from the SHP are those which operate or contract to operate the following types of websites: file and information sharing sites; blogs that allow guests to post content; social media sites; and other sites that accept, publish or host content created and submitted by other parties. For further steps to designate a DMCA agent, see 5:170-AP4, *Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process*.

Professional Personnel

Student Teachers ¹

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code² or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that: ³

1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5. ⁴

A *105 ILCS 5/10-21.9(g) Check* shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1),

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This sample policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions which exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the school board policy may state, "Please refer to the applicable collective bargaining agreement(s)."

² 105 ILCS 5/21B-80, amended by ~~P.A.s 101-531 and~~ 102-552. 105 ILCS 5/10-21.9, 5/21B-15, and 5/21B-80(b) carve out an exception allowing individuals with convictions involving certain drug offenses to obtain educator licensure or reinstate a license suspension/revocation seven years after the end of an individual's sentence for these certain drug offenses. See 5:30-AP2, *Investigations*, for a list of these carved-out drug offenses. [Consult the board attorney for guidance regarding whether student teachers or interns, who are typically unpaid, qualify as employees who must also undergo the sexual misconduct related employment history review \(EHR\) required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. Whether or not a student or intern is paid by a district may be determinative. See 5:30-AP3, *Sexual Misconduct Related Employment History Review \(EHR\)*. If a district has an agreement with a post-secondary institution for the placement of student interns, consult the board attorney regarding whether the institution qualifies as a contractor under 105 ILCS 5/22-94\(b\) that must perform an EHR of the intern. See 4:60-AP4, *Sexual Misconduct Related Employment History Review \(EHR\) of Contractor Employees*.](#)

³ 105 ILCS 5/10-21.9(g), ~~amended by P.A. 101-531~~. A student teacher or individual beginning a required internship must undergo a fingerprint-based State and national criminal history records information check and checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database prior to participating in any field experiences in the school.

For boards that want to include students participating in any field or clinical experience, amend the introductory phrase to state "Before permitting an individual to student teach, ~~or~~ begin a required internship, or participate in any field or clinical experience in the District," For information about ~~screenings~~ or fingerprint-based criminal history records information checks for students doing field or clinical experience other than student teaching, see number two in the subhead titled **Screening Individuals Who are Likely to Have Contact with Students at School or School Events** in 4:175-AP1, *Criminal Offender Notification Laws; Screening*.

⁴ 105 ILCS 5/24-5.

- and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
 3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth ~~Community Notification Law~~Registration Act (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/10-21.9(g) check (including any applicable vendor's fees).⁵ Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of Ill. State Police (ISP), to the Department of State Police ISP.⁶ The Superintendent or designee will provide each student teacher with a copy of his or her report.⁷

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.: [34 U.S.C. §20901 et seq.](#), Adam Walsh Child Protection and Safety Act, P.L. 109-248.
~~[Uniform Conviction Information Act](#)~~, 20 ILCS 2635/1, [Uniform Conviction Information Act](#).
 105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ 105 ILCS 5/10-21.9(g), ~~amended by P.A. 101-531~~. See also 20 ILCS 2635/7(A)(1).

⁶ 105 ILCS 5/10-21.9(g), ~~amended by P.A. 101-531~~. As a condition of employment, each school board must consider the status of a person to student teach who has an indicated finding of abuse or neglect of a child by the Ill. Dept. of Children and Family Services under the Abused and Neglected Child Reporting Act or by a child welfare agency of another jurisdiction. See f/n 6 in 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

⁷ 20 ILCS 2635/7(A)(2). *LiveScan* is the recommended equipment for criminal history records checks. The language in this policy does not distinguish whether the district uses an authorized LiveScan vendor or owns or leases its own LiveScan equipment. Delete "(including applicable vendor's fees)" if the district owns or leases its own LiveScan equipment.

For more guidance and information on navigating the records laws surrounding criminal history records checks, along with a LiveScan vendor directory, see [the Ill. State Board of Education](#)'s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf.

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 6 - INSTRUCTION**

Philosophy and Goals

- 6:10 Educational Philosophy and Objectives
- 6:15 School Accountability

Educational Calendar and Organization

- 6:20 School Year Calendar and Day
- 6:20-AP Administrative Procedure – Remote and/or Blended Remote Learning Day Plan(s)
- 6:30 Organization of Instruction

Curriculum

- 6:40 Curriculum Development
- 6:40-AP Administrative Procedure - Curriculum Development
- 6:50 School Wellness
- 6:60 Curriculum Content
- 6:60-AP1 Administrative Procedure - Comprehensive Health Education Program
- 6:60-AP1, E1 Exhibit - Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs
- 6:60-AP1, E2 Exhibit - Resources for Biking and Walking Safety Education
- 6:60-AP2 Administrative Procedure - Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))
- 6:60-AP3 Administrative Procedure - Developmentally Appropriate Consent Education
- 6:65 Student Social and Emotional Development
- 6:70 Teaching About Religions
- 6:70-AP Administrative Procedure - Teaching About Religions
- 6:80 Teaching About Controversial Issues

- 6:90 OPEN
- 6:100 Using Animals in the Educational Program
 - 6:100-AP Administrative Procedure - Dissection of Animals
 - 6:100-E1 Exhibit - Guidelines and Application for Using Animals in School Facilities for Educational Purposes
 - 6:100-E2 Exhibit - Student Permission for Exposure to Animals

Special Programs

- 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 6:120 Education of Children with Disabilities
 - 6:120-AP1 Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities
 - 6:120-AP1, E1 Exhibit - Notice to Parents/Guardians Regarding Section 504 Rights
 - 6:120-AP1, E2 Exhibit - Special Education Required Notice and Consent Forms
 - 6:120-AP2 Administrative Procedure - Access to Classrooms and Personnel
 - 6:120-AP2, E1 Exhibit - Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes
 - 6:120-AP3 Administrative Procedure - Service Animals
 - 6:120-AP3, E1 Exhibit - Guidelines for Service Animals in School Facilities
 - 6:120-AP4 Administrative Procedure - Care of Students with Diabetes
- 6:130 Program for the Gifted
- 6:135 Accelerated Placement Program
 - 6:135-AP Administrative Procedure - Accelerated Placement Program Procedures
- 6:140 Education of Homeless Children
 - 6:140-AP Administrative Procedure - Education of Homeless Children
- 6:145 Migrant Students
- 6:150 Home and Hospital Instruction

- 6:160 English Learners
- 6:170 Title I Programs
 - 6:170-AP1 Administrative Procedure - Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs
 - 6:170-AP1, E1 Exhibit - District-Level Parent and Family Engagement Compact
 - 6:170-AP1, E2 Exhibit - School-Level Parent and Family Engagement Compact
 - 6:170-AP2 Administrative Procedure - Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws
 - 6:170-AP2, E1 Exhibit - District Annual Report Card Required by Every Student Succeeds Act (ESSA)
- 6:180 Extended Instructional Programs
- 6:185 Remote Educational Program
- 6:190 Extracurricular and Co-Curricular Activities
 - 6:190-AP Administrative Procedure - Academic Eligibility for Participation in Extracurricular Activities

Instructional Resources

- 6:200 OPEN
- 6:210 Instructional Materials
- 6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
 - 6:220-E1 Exhibit - Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement
 - 6:220-E2 Exhibit - Bring Your Own Technology (BYOT) Program Student Guidelines
- 6:230 Library Media Program
 - [6:230-AP Administrative Procedure - Responding to Complaints About Library Media Resources](#)
 - [6:230-AP, E Exhibit - Library Media Resource Objection Form](#)
- 6:235 Access to Electronic Networks

- 6:235-AP1 Administrative Procedure - Acceptable Use of the District’s Electronic Networks
- 6:235-AP1, E1 Exhibit - Student Authorization for Access to the District’s Electronic Networks
- 6:235-AP1, E2 Exhibit - Staff Authorization for Access to the District’s Electronic Networks
- 6:235-AP2 Administrative Procedure - Web Publishing Guidelines
- 6:235-E3 Exhibit - Online Privacy Statement
- 6:235-E4 Exhibit - Keeping Yourself and Your Kids Safe On Social Networks
- 6:235-E5 Exhibit - Children’s Online Privacy Protection Act
- 6:240 Field Trips
- 6:240-AP Administrative Procedure - Field Trip Guidelines
- 6:250 Community Resource Persons and Volunteers
- 6:250-AP Administrative Procedure – Resource Persons and/or School Volunteers; Screening
- 6:250-E Exhibit - Resource Person and Volunteer Information Form and Waiver of Liability
- 6:255 Assemblies and Ceremonies
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs
- 6:260-AP Administrative Procedure - Responding to Complaints About Curriculum, Instructional Materials, and Programs
- 6:260-AP, E Exhibit - Curriculum Objection Form

Guidance and Counseling

- 6:270 Guidance and Counseling Program

Achievement

- 6:280 Grading and Promotion
- 6:280-AP Administrative Procedure - Evaluating and Reporting Student Achievement
- 6:290 Homework

- 6:300 Graduation Requirements
 - 6:300-E1 Exhibit - Application for a Diploma for a Service Member Killed in Action or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict
 - 6:300-E2 Exhibit - State Law Graduation Requirements
 - 6:300-E3 Exhibit - Form for Exemption from Financial Aid Application Completion
- 6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
 - 6:310-E Exhibit - Class Substitution Request
- 6:315 High School Credit for Students in Grade 7 or 8
- 6:320 High School Credit for Proficiency
- 6:330 Achievement and Awards
- 6:340 Student Testing and Assessment Program

DRAFT

Instruction

Accelerated Placement Program¹

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential.² The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP.³ APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade.⁴ Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.⁵ Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.⁶

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);⁷
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP;⁸

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires this subject matter be covered by policy and controls its content. 105 ILCS 5/14A (the Accelerated Placement Act (APA)); 23 Ill.Admin.Code Part 227. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c).

² Optional. Ensure this statement matches the board's current educational philosophy and objectives. See policy 6:10, *Educational Philosophy and Objectives*.

³ 105 ILCS 5/14A-17; 23 Ill.Admin.Code §227.5.

⁴ Id. For high school districts, delete “; and (c) early entrance to kindergarten or first grade” and insert the word “and” between (a) and (b).

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age.*). The APA requires accelerated placement to include “early entrance to kindergarten or first grade.” 105 ILCS 5/14A-17. 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade “based upon an assessment of the student's readiness to attend school.” 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. Id. See sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. **Consult the board attorney for guidance.**

⁵ 105 ILCS 5/14A-32(a)(1); 23 Ill.Admin.Code §227.5.

⁶ 105 ILCS 5/14A-25.

⁷ 105 ILCS 5/14A-32(a)(2) requires that the accelerated placement policy include “a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians” but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this listing to align with the local board's preference.

⁸ Id. at (a)(3).

3. Assessment processes that include multiple valid, reliable indicators; and ⁹
4. ~~By the fall of 2023, t~~The automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: ¹⁰
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework.¹¹ Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate. ¹²

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁹ *Id.* at (a)(4).

¹⁰ Required ~~only for districts with grades 9-12~~ by 105 ILCS 5/14A-32(a-5), ~~added by P.A. 101-654 and~~ amended by P.A. 102-209, ~~for all districts, including elementary-only districts. Delete for elementary school districts.~~ Though not ~~set forth explicitly explained~~ in the statute, ~~ISBE asserts this provision is limited to “[d]istricts with grades 9-12.” See ISBE *Accelerated Placement Policy Guidance for Districts Frequently Asked Questions* (September 2022), at: www.isbe.net/Documents/Accelerated-Placement-Act-FAQ.pdf. The FAQ further explains that districts must “have the automatic enrollment policy in place prior to the start of the school year 2023-24 and districts will use scores from that school year to automatically enroll students during school year 2024-25.” *Id.*, this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student’s State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (see sample policy 6:135, *High School Credit for Students in Grade 7 or 8*), or if the elementary school district would like to offer advanced coursework not offered by the high school.~~

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student’s postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5), ~~added by P.A. 101-654 and~~ amended by P.A. 102-209. See 6:135-AP, *Accelerated Placement Program Procedures*.

¹¹ Optional. 105 ILCS 5/14A-32(b)(1), ~~amended by P.A. 101-654~~, permits, but does not require “procedures for annually informing the community at-large, including parents or guardians, community-based organizations, and providers of out-of-school programs, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework[.]”

¹² Optional. 105 ILCS 5/14A does not require this but it is a recommended best practice and aligns with sample policy 7:10, *Equal Educational Opportunities*.

LEGAL REF.: 105 ILCS 5/14A.
23 Ill.Admin.Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted),
7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student
Transfers To and From Non-District Schools)

DRAFT

Instruction

Library Media Program ¹

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ ISBE rule controls some aspects of this policy's content; however, districts are not required to adopt a policy on any subject matter covered in it. Standards #1-4 restate requirements in 23 Ill.Admin.Code §1.420(o). Standard #2 implements the rule's requirement that each "district's annual budget shall include an identifiable allocation for resources and supplies for the program." However, the rule allows a unit district serving fewer than 400 students or an elementary or high school district serving fewer than 200 students to forego the allocation requirement; thus, they may use the following alternative to standard #2: "Resources are sufficient to meet students' needs." Standards #5, ~~and #6,~~ and #7 may be customized or deleted, and other standards may be added. For optional Standard #7, the American Library Association's (ALA) *Library Bill of Rights* includes the following:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.
8. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

See <https://www.ala.org/advocacy/intfreedom/librarybill> and its interpretation for school libraries at: <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>. The ALA's interpretation of its *Library Bill of Rights* acknowledges that the educational level and program of the school necessarily shape the resources and services of a school library, but it states that the principles of the *Library Bill of Rights* apply equally to all libraries, including school libraries.

6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

~~6-7.~~ The program is guided by the principles of the American Library Association's *Library Bill of Rights* and its interpretation for school libraries.

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. ²

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision. ³

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

² Limiting the scope of complainants in this policy to parents/guardians, employees, and community members aligns with sample policy 2:260, *Uniform Grievance Procedure*.

³ The issue of school library book removals is an unsettled area of law that is often litigated; consult the board attorney for advice regarding challenges to school library books or other library resources. In the only U.S. Supreme Court case to address this issue, *Island Trees Union Free Sch. Dist. No. 26 v. Pico*, 457 U.S. 852 (1982), the Court issued a plurality (not a majority) opinion finding a board could not remove books it had characterized as "anti-American, anti-Christian, anti-Semitic, and just plain filthy," if the removal was motivated by partisan or political reasons; to do so would violate students' Constitutional right to receive information and ideas. Four dissenting justices, however, disagreed that students have a right to receive information and ideas under the First Amendment and would have deferred to the judgment of the local school board.

Community Relations

Community Use of School Facilities ¹

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures. ²

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. If a board wants to allow community organizations to use school facilities, it must adopt a policy. ~~(105 ILCS 5/10-20.410)~~. The policy must "prohibit such use if it interferes with any school functions or the safety of students or school personnel or affects the property or liability of the school district." This policy may be implemented using 8:20-E, ~~Exhibit—Application and Procedures for Use of School Facilities~~. A board should discuss the implications of any access to school facilities policy with its attorney.

This policy concerns an area that is frequently litigated because of its many complex legal and practical issues. The U.S. Constitution's Free Speech and Equal Protection Clauses, as well as the federal Equal Access Act, are triggered. As a general rule, school officials can avoid constitutional problems and still open facilities to community groups by treating requests to use school facilities according to uniform rules that do not discriminate against a group on the basis of its viewpoint.

~~Of course, a~~ board may avoid constitutional controversy over community use of its facilities by refusing to permit such use by all non-school groups (thereby creating a closed forum). A board may also avoid triggering the constitutional clauses and the Equal Access Act by allowing all non-school groups to use ~~of~~ its facilities (thereby creating an open forum). If the board creates an open forum, it may still impose reasonable time, place, and manner restrictions on the use as long as the restrictions are the same for all groups. However, practically speaking, it is difficult for a board to either completely close its facilities to non-school groups or to open its facilities to all non-school groups. Most boards decide to create a limited open forum.

This policy creates a limited open public forum by allowing public use of school facilities provided the use is consistent with the public interest. See *Widmar v. Vincent*, 454 U.S. 263 (1981). A public school district may not discriminate on the basis of a group's purpose, message, or goal. Thus, any restrictions on the use by non-school groups must not discriminate against speech on the basis of viewpoint. *Lamb's Chapel v. Center Moriches Union Free School District*, ~~413 S.Ct. 2141-508~~ U.S. 384 (1993); *Good News Club v. Milford Central School*, ~~421 S.Ct. 2093-533~~ U.S. 98 (2001). A board must show neutrality to all viewpoints.

A board runs afoul of showing viewpoint neutrality if it prohibits single sex youth organizations, even those that discriminate against homosexuals, to use school facilities. Note the U.S. Supreme Court refused to apply the N.J.'s public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scout's freedom of expressive association. *Boy Scouts of America v. Dale*, ~~420 S.Ct. 2446-530~~ U.S. 640 (2000).

This constitutional jurisprudence was codified as the Boy Scouts of America Equal Access Act, ~~(20 U.S.C. §7905)~~. Schools are prohibited from denying equal access to school facilities to the Boy Scouts or any other youth group "for reasons based on membership or leadership criteria or oath of allegiance to God and country."

See sample policy 7:330, *Student Use of Buildings - Equal Access*, for a discussion of the Equal Access Act, 20 U.S.C. §4071 *et seq.*

² However, at the request of election officers, any publicly owned building must be made available for use as a polling place. ~~(10 ILCS 5/11-4.1 and 5/19-2.2)~~. For the day of the election, a school district is encouraged to (a) close the school, or (b) hold a teachers institute on that day with students not in attendance. ~~(10 ILCS 5/11-4.1, amended by P.A. 98-773)~~. Election officers must place markers 100 horizontal feet from a polling room's voter entrance and, if the 100 feet marker ends within the building's interior, the markers must be placed outside of the building at each entrance used by voters. The area within where the markers are placed is a campaign free zone where electioneering is prohibited. The area on polling place property beyond the campaign free zone is a public forum for the time that the polls are open on an election day and may be used for campaigning and to place temporary signs ~~(Id.)~~. ~~10 ILCS 5/17-29~~. A child sex offender is permitted to vote early or by absentee ballot when his or her polling place is a school. ~~(10 ILCS 5/11-4.1)~~.

Persons on school premises must abide by the District's conduct rules at all times.³

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours.⁴ Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time.⁵ A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

LEGAL REF.: [Boy Scouts of America Equal Access Act](#), 20 U.S.C. §7905, [Boy Scouts of America Equal Access Act](#).
10 ILCS 5/11-4.19-2.2, [Election Code](#).
105 ILCS 5/10-20.410, 5/10-22.10, and 5/29-3.5.
[Good News Club v. Milford Central School](#), [121 S.Ct. 2093](#) [533 U.S. 98](#) (2001).
[Lamb's Chapel v. Center Moriches Union Free School District](#), [113 S.Ct. 2141](#) [508 U.S. 384](#) (1993).
[Rosenberger v. Rector and Visitors of Univ. of Va.](#), 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Buildings - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³ See [sample](#) policy 8:30, *Visitors to and Conduct on School Property*.

⁴ The decisions concerning facility-use fees are at the local board's discretion. However, the general rule applies: school officials can avoid constitutional problems by treating requests to use school facilities according to uniform rules that do not discriminate against a group on the basis of its viewpoint.

⁵ This option adds an additional restriction: "Facilities and grounds will not be made available to individuals for personal or social reasons or to business enterprises for commercial gain."

This option recognizes that districts should require bodily injury liability insurance and property damage liability in specified amounts as recommended by the district's own insurance carrier: "All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an *additional insured* or otherwise show proof of insurance."

Update Memo

Please distribute to board members and appropriate staff.

PRESS

Policy Reference Education Subscription Service

Contents

Instructions..... p. 1

PRESS Terminology p. 2

PRESS Issue 111 Topic Bundles p. 2

Progress Report p. 4

Revisions to Policies, Administrative Procedures, and Exhibits (numerical table) p. 5

Next Issue: Summer Five-Year Reviews

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Issue 111 Lead Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211, Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226, or Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words, a/k/a “tracked changes.”

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB’s website.

Online Instructions

Please follow these four easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on the  button.
2. Enter your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address. Use the “forgot your password?” link. Make sure to check your spam folder for an email from info@iasb.com, if you do not see it in your email inbox.
 - If you are still having difficulty logging in, please contact your District’s Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty signing on to www.iasb.com, please contact Michael Ifkovits at mifkovits@iasb.com.
3. Click the  button on the top navigator bar. This will bring you to your account page
4. Under “**My Account Links**,” click on “**PRESS Login**.”

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS** Online. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.



Faith's Law Trailer Bill

Faith's Law, P.A. 102-676, amended multiple state statutes to close significant legal loopholes related to combating grooming (see discussion on page 4 of the **PRESS** Issue 108 Update Memo). The *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, further addresses grooming and aims to end "passing the trash" – the cycle in which an employee engages in sexual misconduct, is dismissed, is hired by another employer unaware of the sexual misconduct, and then engages in sexual misconduct again. The *Faith's Law* trailer bill does this with legislative changes that include:

1. 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requires districts and their third-party contractors to perform a sexual misconduct related employment history review (EHR) before hiring an applicant or assigning a contractor employee to a position that involves *direct contact with children or students*. The EHR is required for all permanent and temporary employment positions within a school, including substitute employees. The new EHR requirement is in addition to the *complete criminal history records check* that is already required for school employees and certain contractors (those who have direct, daily contact with students). Districts and their contractors must use templates developed by ISBE to initiate the EHR. Regarding contractors, consult the board attorney about management of the overlapping but different standards that trigger complete criminal history records checks and EHRs. See sample policy 4:60, *Purchases and Contracts*, at f/n 12, for more information.
2. 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requires districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct. Parent/guardian notification procedures are also required when formal action is taken against the employee, including acceptance of the employee's resignation.
3. 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, requires superintendents to notify the State Superintendent of Education and the regional superintendent of schools, in writing, when he or she has reasonable cause to believe that any license holder has committed an act of sexual misconduct as defined in 105 ILCS 5/22-85.5(c) and that act resulted in the license holder's dismissal or resignation.
4. 105 ILCS 5/21B-75(b), amended by P.A. 102-702, eff. 7-1-23, authorizes the State Superintendent of Education to initiate the suspension or revocation of any license, endorsement, or approval due to sexual misconduct as defined in 105 ILCS 5/22-85.5(c).
5. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23, prohibits districts from deleting disciplinary reports, letters of reprimand, or other records of disciplinary action related to an incident or an attempted incident of sexual misconduct as defined in 105 ILCS 5/22-85.5(c).

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS** Policy Reference Manual (PRM) is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

The following **PRESS** materials are updated in response to this legislation:

- 2:110, Qualifications, Term, and Duties of Board Officers
- 3:40, Superintendent
- 3:40-E, Checklist for Superintendent Employment Contract Negotiation Process
- 4:60, Purchases and Contracts
- 4:60-AP1, Purchases
- 4:60-AP3, Criminal History Records Check of Contractor Employees
- 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees - **NEW**
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:30-AP3, Sexual Misconduct Related Employment History Review (EHR) - **NEW**
- 5:30-AP3, E, EHR Letter to Applicant's Current/Former Employer - **NEW**
- 5:90, Abused and Neglected Child Reporting
- 5:90-AP2, Parent/Guardian Notification of Sexual Misconduct - **NEW**

- 5:125, Personal Technology and Social Media; Usage and Conduct
- 5:150, Personnel Records
- 5:150-AP, Personnel Records
- 5:260, Student Teachers
- 7:190-AP6, Guidelines for Investigating Sexting Allegations - **REFORMATTED**

The **PRESS** editors extend their gratitude to the following individuals for their expert feedback on many pieces of **PRESS** material on *Faith's Law* trailer bill updates: **Dr. Kimberly C. Chambers**, Executive Director, Ill. Association of School Personnel Administrators, and Director of Human Resources, Adlai E. Stevenson High School District 125; **Cynthia L. DeCola**, Senior Counsel, Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP; and **Charles Watkins**, Associate Director/General Counsel, Ill. Association of School Administrators.

Accelerated Placement Program

In March 2021, 105 ILCS 5/14A-32(a-5) was amended to require that "by no later than the beginning of the 2023-2024 school year," district accelerated placement policies allow for a student's "automatic enrollment, in the following school term, into the next most rigorous level of advanced coursework offered by the high school" if the student meets or exceeds state standards in language arts, math, or science. Despite the law not specifying which grades it impacts, ISBE guidance limits its application to districts with grades

9-12. ISBE also clarified that having a policy in place by the beginning of the 2023-2024 school year means districts should use scores from the 2023-2024 school year to automatically enroll students during the 2024-2025 school year.

The following **PRESS** materials are updated in response to ISBE's guidance:

- 6:135, Accelerated Placement Program
- 6:135-AP, Accelerated Placement Program Procedures

Library Media Program and Resources

In response to the resurgence of school library book challenges, as well as feedback from **PRESS** subscribers and Ill. Council of School Attorney (ICSA) members, we have revised the 6:230 suite of **PRESS** materials, including adding a new administrative procedure and exhibit objection form to help districts manage library resource objections in a consistent manner.

The following **PRESS** materials are updated:

- 6:230, Library Media Program
- 6:230-AP, Responding to Complaints About Library Media Resources - **NEW**
- 6:230-AP, E, Library Media Resource Objection Form - **NEW**

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 5.

The following **PRESS** materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 4:60-AP~~5~~, Federal and State Award Procurement Procedures - **RENUMBERED**
- 4:60-AP~~5~~, E~~1~~, Internal Procedures for Procurement Transactions - **RENUMBERED**
- 5:90-AP~~1~~, Coordination with Children's Advocacy Center - **RENUMBERED**

PRM Five-Year Reviews

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1400+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 465 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 5.

The following **PRESS** materials are updated in response to five-year reviews:

- 4:60-AP2, Third Party Non-Instructional Contracts
- 5:170, Copyright
- 7:180-AP1, E1, Resource Guide for Bullying Prevention
- 7:180-AP1, E2, Be a Hero by Reporting Bullying
- 7:180-AP1, E3, Memo to Staff Regarding Bullying

- 7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying
- 7:180-AP1, E5, Report Form for Bullying
- 7:180-AP1, E6, Interview Form for Bullying Investigation
- 7:180-AP1, E7, Response to Bullying
- 7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence
- 7:190-AP1, Student Handbook - Hazing Prohibited
- 8:20, Community Use of School Facilities

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Progress Report — The contents of this table frequently change.

Topics	Our Response
<p>Federal Agency Releases K-12 Cybersecurity Report and Toolkit</p> <p>As required by the federal K-12 Cybersecurity Act of 2021, the Cybersecurity and Infrastructure Security Agency (CISA) has released a report on cybersecurity risks facing K-12 schools, which includes specific recommendations for schools, as well as an extensive toolkit aligned to the recommendations. The report and toolkit are available at: https://www.cisa.gov/protecting-our-future-cybersecurity-k-12.</p>	<p>The 7:345 suite of PRESS materials will be updated with these resources in the fall 2023 PRESS issue.</p>
<p>Boards Need to Study and Decide Potential Opt-Out From Career Exploration and Development Requirements</p> <p>105 ILCS 5/10-20.83, added by P.A. 102-917, requires boards to adopt and commence certain career exploration and career development activities for grades 6-12 that are in alignment with State frameworks by 7-1-25, unless a board decides to opt out of all or part of the requirements of P.A. 102-917 by adopting a set of findings that considers six different factors. For an overview of the law's new requirements and opt-out process, see: http://edsystemsniu.org/governor-signs-hb3296-public-act-102-0917-advancing-on-pwr-act/.</p>	<p>Following the release of additional guidance and resources from the Ill. State Board of Education planned for 2023 and 2024, policy 6:60, <i>Curriculum Content</i>, will be updated in the fall 2024 PRESS Issue.</p>
<p>New Federal Laws Protect Pregnant and Nursing Employees</p> <p>On 12-29-22, the President signed two new laws that provide pregnant and nursing employees with greater legal protections. First, the Pregnant Workers Fairness Act (PWFA), eff. 6-27-23, requires covered employers to provide reasonable accommodations to pregnant employees, unless they would create an undue hardship for the employer. The EEOC is required to issue regulations within two years of the PWFA's enactment. See https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act. Second, the PUMP for Mothers Nursing Act (PUMP Act) requires covered employers to provide both non-exempt <i>and</i> exempt employees with reasonable break time to nurse a child or express breast milk and provide a private space (other than a bathroom) to do so, for one year after a child's birth. The PUMP Act is currently in effect, except that remedies for violations are not effective until 4-28-23. See https://www.dol.gov/agencies/whd/pump-at-work. Note that existing State laws already provide employees with protections very similar to the PWFA and PUMP Act; these new federal laws will provide employees with an additional avenue to seek remedies.</p>	<p>Affected PRESS materials, including 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i> and 5:10-AP, <i>Workplace Accommodations for Nursing Mothers</i>, will be updated in PRESS Issue 112 (summer) or 113 (fall).</p>

Revisions to Policies, Administrative Procedures, and Exhibits

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

NEW. This material is brand new to the **PRM**.

RENUMBERED. This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

RENAMED. The title of the material has been amended.

REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes. This category is new beginning with **PRESS** Issue 111.

Number and Title	Revision Descriptions	
2:110, Qualifications, Term, and Duties of Board Officers	The policy, Legal References, Cross References, and footnote 10 are updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring a sexual misconduct related employment history review (EHR) to be initiated prior to hiring an applicant that will have direct contact with children or students. Other continuous improvement updates are made to the Legal References and footnotes.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to 23 Ill.Admin.Code 207.20(b), requiring districts to post their attendance and truancy policies on their websites (if any), and for continuous improvement.	<input type="checkbox"/>
3:40, Superintendent	The policy is updated with a minor style change. Footnote 3 is updated in response to 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, mandating a superintendent to notify the State Superintendent of Education and applicable regional superintendent of schools of any license holder believed to have committed sexual misconduct. Weblinks in the footnotes are also updated.	<input type="checkbox"/>
3:40-E, Checklist for Superintendent Employment Contract Negotiation Process	The exhibit is updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring a board to conduct an EHR when they hire an employee who will have direct contact with children or students, including a superintendent, and for continuous improvement.	<input type="checkbox"/>
4:60, Purchases and Contracts	The Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students. The footnotes are also updated in response to 105 ILCS 5/10-20.21, amended by P.A. 102-1101, exempting food services contracts from the State law bidding procedure for contracts in excess of \$25,000, provided certain criteria are met, and for continuous improvement. A Cross Reference to 5:90, <i>Abused and Neglected Child Reporting</i> , is added.	<input type="checkbox"/>
4:60-AP1, Purchases	The procedure is updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students, and for continuous improvement.	<input type="checkbox"/>
4:60-AP2, Third Party Non-Instructional Contracts	The procedure is unchanged.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:60-AP3, Criminal History Records Check of Contractor Employees	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students; 2. 105 ILCS 5/10-21.9(c), amended by P.A. 102-552, adding homicide offenses to the list of offenses barring individuals from school district employment; and 3. Continuous improvement. 	<input type="checkbox"/>
4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees	NEW. The procedure is created in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students.	<input type="checkbox"/>
4:60-AP 4 ⁵ , Federal and State Award Procurement Procedures	RENUMBERED. The procedure is renumbered in response to the creation of NEW 4:60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i> . The procedure is also updated in response to Ill. Criminal Code of 2012, 720 ILCS 5/33E-9, amended by P.A 102-1119, raising the threshold for when a board or designee must approve change orders at or above \$102 ^{\$125} ,000, and for continuous improvement.	<input type="checkbox"/>
4:60-AP 4 ⁵ , E 1 , Internal Procedures for Procurement Transactions	RENUMBERED. The procedure is renumbered in response to the creation of NEW 4:60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i> . Minor style changes are also made to the procedure.	<input type="checkbox"/>
5:30, Hiring Process and Criteria	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have direct contact with children or students. Other continuous improvement updates are made in the policy and footnotes.	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated in response to 105 ILCS 5/10-21.9, amended by P.A. 102-702, eff. 7-1-23, requiring the superintendent to notify the State Superintendent of Education and applicable regional superintendent of schools of any license holder believed to have committed sexual misconduct; and for continuous improvement.	<input type="checkbox"/>
5:30-AP3, Sexual Misconduct Related Employment History Review (EHR)	NEW. The procedure is created in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have direct contact with children or students.	<input type="checkbox"/>
5:30-AP3, E, EHR Letter to Applicant's Current/Former Employer	NEW. This exhibit is created for the reason stated in 5:30-AP3, <i>Sexual Misconduct Related Employment History Review (EHR)</i> , above.	<input type="checkbox"/>
5:90, Abused and Neglected Child Reporting	<p>The policy, Legal References, Cross References, and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requiring districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct; 2. 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, requiring superintendents to notify the State Superintendent of Education and applicable regional superintendent when there is reasonable cause to believe a license holder committed sexual misconduct as defined in 105 ILCS 5/22-85.5(c); and 3. Continuous improvement. <p>New footnote 2 explains distinctions between conduct prohibited by the Abused and Neglected Child Reporting Act, the Ill. Criminal Code of 2012, and the School Code. A Cross Reference to 4:60, <i>Purchases and Contracts</i>, is added.</p>	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:90-AP ₁ , Coordination with Children’s Advocacy Center	RENUMBERED. The procedure is updated for continuous improvement and renumbered in response to the creation of NEW 5:90-AP ₂ , <i>Parent/Guardian Notification of Sexual Misconduct</i> .	<input type="checkbox"/>
5:90-AP ₂ , Parent/Guardian Notification of Sexual Misconduct	NEW. The procedure is created in response to 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requiring districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct.	<input type="checkbox"/>
5:125, Personal Technology and Social Media; Usage and Conduct	The policy and footnotes are updated for continuous improvement. Footnote 1 is updated in response to 105 ILCS 5/21B-75, amended by P.A. 102-702, eff. 7-1-23, permitting the State Superintendent of Education to suspend or revoke any license, endorsement, or approval for sexual misconduct.	<input type="checkbox"/>
5:150, Personnel Records	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23, requiring a district to maintain as part of an employee’s personnel file a form including EHR information. The footnotes are also updated in response to: <ol style="list-style-type: none"> 1. Personnel Record Review Act (PRRA), 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23, requiring a district to share information related to an incident of sexual misconduct with a third party, even if the record is more than four years old; and 2. Continuous improvement. 	<input type="checkbox"/>
5:150-AP, Personnel Records	The procedure is updated for the reasons stated in 5:150, <i>Personnel Records</i> , above.	<input type="checkbox"/>
5:170, Copyright	The policy is unchanged. A minor style change is made to Legal References. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
5:260, Student Teachers	The policy, Legal References and footnotes are updated in response to continuous improvement updates. Additionally, footnote 2 is updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring district employees and contractors to undergo an EHR when they will have direct contact with children or students.	<input type="checkbox"/>
6:135, Accelerated Placement Program	The policy and footnote 10 are updated in response to ISBE’s <i>Accelerated Placement Act FAQ</i> (September 2022). Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
6:135-AP, Accelerated Placement Program Procedures	The procedure is updated for continuous improvement. Footnote 15 is updated in response to ISBE’s <i>Accelerated Placement Act FAQ</i> (September 2022).	<input type="checkbox"/>
6:230, Library Media Program	The policy and footnotes are updated in response to subscriber and Ill. Council of School Attorneys member feedback regarding management of library book challenges.	<input type="checkbox"/>
6:230-AP, Responding to Complaints About Library Media Resources	NEW. The procedure is created for the reason stated in 6:230, <i>Library Media Program</i> , above.	<input type="checkbox"/>
6:230-AP, E, Library Media Resource Objection Form	NEW. The exhibit is created for the reason stated in 6:230, <i>Library Media Program</i> , above.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:180-AP1, E1, Resource Guide for Bullying Prevention	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E2, Be a Hero by Reporting Bullying	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E3, Memo to Staff Regarding Bullying	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E5, Report Form for Bullying	The exhibit is unchanged.	<input type="checkbox"/>
7:180-AP1, E6, Interview Form for Bullying Investigation	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E7, Response to Bullying	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:190-AP1, Student Handbook - Hazing Prohibited	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:190-AP6, Guidelines for Investigating Sexting Allegations	REFORMATTED. The procedure is updated in response to 105 ILCS 5/21B-75, amended by P.A. 102-702, eff. 7-1-23, allowing the State Superintendent of Education to suspend or revoke a license, endorsement, or approval for sexual misconduct; and for continuous improvement.	<input type="checkbox"/>
8:20, Community Use of School Facilities	The Legal References, Cross References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>

PRESS Issue 111 Trivia

177 PRM pages • 45,885 words • 42 PRM materials



The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.

Issue 111 Lead:



Debra Jacobson
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1211), djacobson@iasb.com



Kimberly Small
PRESS Editor,
IASB General Counsel
(ext. 1226), ksmall@iasb.com



Maryam Brotine
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1219), mbrotine@iasb.com



Ummehani Faizullahoy
Assistant Director,
Office of General Counsel
(ext. 1227), ufaizullahoy@iasb.com



Michael Ifkovits
Legal Assistant,
Office of General Counsel
(ext. 1237) mifkovits@iasb.com

Acknowledgement to PRESS Advisory Board

The **Policy Reference Education Subscription Service (PRESS)** Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

— **Kimberly Small, Maryam Brotine, and Debra Jacobson**

Charles Watkins, Associate Director/General Counsel, Illinois Association of School Administrators

Brian Schwartz, Deputy Executive Director & General Counsel, Illinois Principals Association

Heather K. Brickman, Attorney, Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP

Dr. Kimberly C. Chambers, Executive Director, Illinois Association of School Personnel Administrators;
Director of Human Resources, Adlai E. Stevenson High School District 125

Teri Engler, Attorney, Engler Callaway Baasten & Sraga, LLC

Dr. Dale R. Fisher, Assistant Superintendent for Human Resources, Deerfield Public Schools District 109

Stephanie E. Jones, Attorney, Kriha Boucek LLC

Dr. Michael Kiser, Attorney, Law Office of Michael L. Kiser, Esq.

Kathy Marshall, Assistant Superintendent, Bureau-Henry-Stark Regional Office of Education 28

David G. Penn, Attorney, Schmiedeskamp, Robertson, Neu & Mitchell LLP

Merry Rhoades, Attorney, Tueth, Keeney, Cooper, Mohan & Jackstadt P.C.

M. Curt Richardson, Attorney, McLean County Unit District 5

Caroline Roselli, Attorney, Robbins Schwartz

Wayne Savagau, former IASB Policy Consultant, and former Superintendent

Dr. Lisa L. Smith, Retired Associate Superintendent for Educational Services, Community School District 308

Dr. Glenn A. Wood, Assistant Superintendent, Plainfield Community Consolidated School District 202

H. Allen Yow, Attorney, Rammelkamp Bradley, Attorneys at Law

IASB Staff Members, especially Policy Services Directors and select Field and Equity Services and Governmental Relations Directors

Special Acknowledgement to IASB Assistant Director and Legal Assistant

The following individuals provide us with excellent assistance between and during the drafting of **PRESS** Issues. We also thank them and appreciate their dedication and contributions to the quality of this service.

Ummehani Faizullahoy, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

Michael Ifkovits, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor





Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING
Tuesday, August 8, 2023

The resolution is being submitted for approval at the Committee of the Whole Meeting on August 8, 2023.

AGENDA ITEM VI-E

Administrative: Approve Student Meal Prices *ACTION*

BE IT RESOLVED, the Diamond Lake School District 76 Board of Education approves the following meal rates for the 23/24 School Year:

Breakfast: No Charge
Lunch: \$3.35 (full price) \$.40 (reduced price)
Milk: \$.30



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

August 8, 2023

TO: Dr. Sharma-Lewis
FROM: Eric Rogers
SUBJECT: Student Meal Rates

Now that the District has received the costs for the meals and milk for the meal program we are able to set the rates for the 23/24 school year.

The Food and Nutrition Service division of the United States Department of Agriculture requires Districts to ensure there are sufficient funds provided to the nonprofit school food service account for lunches served to students not eligible for free or reduced price meals. The USDA has provided a tool to determine the requirement price for paid lunches (attached). They also set the prices for reduced priced lunches.

The District will need to make an increase of \$0.10 for lunch. The rate for milk should remain the same.

Keep in mind that the district is approved for the CEP program for the 2023-24 school year which provides free breakfast and lunch for students but the district is still required to set meal prices for the school year.

RECOMMENDATION:

The Board approve the following meal rates for the 23/24 school year:

Breakfast:	No Charge	
Lunch:	\$3.35 (full price)	\$.40 (reduced price)
Milk:	\$.30	



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

07.18.23

Via Email

Vince Espi
Prairie State Wire
foia@prairiestatewire.com

RE: RESPONSE TO FOIA REQUEST

Hello,

Thank you for writing Diamond Lake School District 76 with your request for information Pursuant with 5ILCS140/1 et seq,. This email responds to your Freedom of information Act (FOIA) request dated **07.11.2023** for:

1. Total spending on substitute teachers by school, for the past five years. Please provide the expenditure breakdown by year and school.
2. Number of substitute teacher days by school, for the past five years. Kindly provide the number of substitute teacher days for each year and school.
3. Per diem/payment schedule for substitute teachers for the past five years. Please provide the per diem rates or payment schedule used for substitute teachers during each year within the past five years.
4. Names of all substitute teachers, total days worked, and total payments made to them for the last five years. Please provide a list of substitute teachers who have worked within the school district for each year within the past five years. Additionally, include the total number of days worked by each substitute teacher and the corresponding total payment made to them.

The requested information is attached to this email.

Sincerely,

Bhavna Sharma-Lewis, Ph.D.
Superintendent



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

07.31.23

Via Email

Katherine Smyser
NBC Universal
Katy.Smyser@nbcuni.com

RE: RESPONSE TO FOIA REQUEST

Hello,

Thank you for writing Diamond Lake School District 76 with your request for information Pursuant with 5ILCS140/1 et seq,. This email responds to your Freedom of information Act (FOIA) request dated **07.26.2023** for:

1. The date of each such request;
2. The title(s) of each book(s) or other material that was requested to be pulled from your shelves or classrooms, as well as any reason stated by the requestor;
3. Any response (email, letters, texts, board proceedings, or notes from phone calls) from anyone in your district, your school board, or individual school, to each request;
4. The resolution of each request (i.e.: the book or material was removed completely; the book or material was partially restricted; the book or material remains on your shelves or in your classrooms; etc.).

As of the date of this response, the District has not received any requests of this nature.

Sincerely,

Bhavna Sharma-Lewis, Ph.D.
Superintendent

Current News

From the SEDOL Superintendent, Dr. Val Donnan

Under the Sea ESY Ending!

Today marks the last day of ESY. Thank you to all of the ESY staff for providing an exceptional experience for all of our students. ESY focuses on regression and recoupment of key skills. The students and staff enjoyed learning about a variety of topics tied to being "Under the Sea." It was wonderful to have our traditional July 4th parade back to celebrate the U.S.A. Also, the Vocational Enrichment Opportunities (VEO) gave the students the opportunity to keep improving their skills at Six Flags Hurricane Harbor.

Parents please be looking for a survey to share your thoughts and opinions about ESY!



Grow Your Own Teachers

Grow Your Own Teachers (GYO) is dedicated to recruiting racially diverse teacher candidates. With GYO's assistance, you will complete the special education teacher licensure program at the University Center facility of Lake County and become a certified teacher. Candidates will receive their Bachelor of Science degree from Southern Illinois University, Carbondale in Special Education. In return for the support and assistance provided by GYO, graduates are required to teach at least five (5) years in a hard to staff school or position. SEDOL is a partner with GYO and would love to support your growth if this interests you.

For more information, email GYO at info@gyo-il.org or call 773-322-7419 or contact the SEDOL Human Resource Department.

Current News

From the SEDOL Superintendent, Dr. Val Donnan

[Aa](#)[Aa](#)[Aa](#)

SEDOL Program Review and Next Steps

We cannot thank you enough for your feedback throughout the program review. We have collected surveys from families, staff, and member district administration. Onsite visits were completed at six SEDOL schools and within five SEDOL member districts. Listening sessions were held for parents, staff, and member districts. SEDOL data was reviewed and analyzed from the website and procedural guides. Due to how detailed the review was and the inclusion of many different stakeholders we feel this review will be beneficial in shaping the future of SEDOL. Your participation and direction have been instrumental!

The results will be shared in the near future. You will also receive a full program review summary of the results via email. If you do not receive this email, you can simply request a copy by emailing Sara Martinez after July 31st and one will be emailed to you.

Next week, at the July 27th SEDOL Executive Board Meeting, the Educational Learning Solutions will present their impressions. The SEDOL Executive Board Meeting will begin at 9:30 a.m. and will be held in the Community Room at Gages Lake School. This will allow accommodations for all who would like to attend in person to hear about the results of the program review. The presentation will be part of the regular meeting and Roberts Rules for meetings will be followed. Communication and meetings to answer questions will be hosted in August with the SEDOL Administrative Team following the presentation at the Board meeting.

**SEDOL's Exceptional Service
for Exceptional Students**

It Takes a Village

In the far northeastern part of the state, thirty-one member districts have the support from SEDOL, Special Education District of Lake County District 825, in providing a "free appropriate public education" to each qualified person with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability.

The SEDOL Foundation

Ann Subry, Executive Director of The SEDOL Foundation, shares that the Foundation is a 501(c)(3) organization that serves special needs children and young adults who are physically, mentally and emotionally challenged and their families. Founded in 1991 by SEDOL, the Foundation is dedicated to helping these children, their parents and siblings with support and services that the district cannot provide because public funding falls short of the enormous needs. The SEDOL Foundation was created to help fill the expanding gap between available tax dollars, children's and family needs and emerging technology and other enabling resources that can improve and extend the lives of those with special needs. Working closely with SEDOL to discover the special needs of children and their families, the SEDOL Foundation provides a broad variety of resources that would otherwise be unavailable to those in greatest need.

Through fundraising efforts, SEDOL is able to support a variety of programs, such as:

- A weekend backpack program that feeds families over the weekend who have been identified as suffering from food insecurity.

**The Foundation
is a 501(c)(3) organization that serves
special needs children and young adults who
are physically, mentally and emotionally
challenged and their families.**

- Sensory walks and calming areas at Gages Lake School.
- iPad stands for classrooms at Laremont.
- The Sibshop program at Laremont — a therapeutic monthly workshop for siblings of special needs students.
- Sign language classes for parents and caretakers of deaf and hard of hearing students at John Powers Center.
- Sensory and gross motor rooms at Fairhaven School.
- Emergency assistance for families.

Buildings and Grounds

Kevin Saum, CPMM, Director of Buildings and Grounds at Special Education District of Lake County shares that SEDOL's facility portfolio consists of the following seven "center" buildings.

- **Gages Lake:** Gages Lake School, Cyd Lash Academy and Laremont School
- **Mundelein:** South School and Fairhaven School
- **Vernon Hills:** Powers Center
- **Grayslake:** Transition Program — Located in renovated storefronts

Recently, post-pandemic, our maintenance staff has been heavily involved with assembling and installing specialized sensory and mobility equipment in most of the "center" schools. They have installed items such as swing apparatus and padding and climbing structures in the movement rooms. Sensory rooms have newly installed sensory devices such as bubblers and projectors.

Peter Graves of GravesDesignGroup shares that SEDOL recently completed a facility condition assessment of buildings and grounds owned and maintained by the district as part of an ongoing effort to be proactive and make improvements in a fiscally responsible, conscientious, purposeful and educated way. The assessment was the first part of a multi-step plan. The district is now developing a 5-year capital replacement plan based on the information obtained from the assessment. The plan will include prioritization of and budgeting for replacement of district assets as well as larger maintenance related expenditures. The plan will include I.T. and associated infrastructure-related items, a critical component of day-to-day operations and the educational environment. When complete, the district will have a resource to aid in budgeting, future projections, planning and scheduling capital asset maintenance and replacements, which will save the district time and money and allow them to remain focused on the primary mission — providing Exceptional Service for Exceptional Students. With the planning work SEDOL is undertaking today, they will be prepared for the necessary replacements to keep the district facilities and sites healthy, safe and operational for many, many years to come and for future generations.

Technology and Innovation

Matt Barbini Ed.D., Director of Innovation and Technology, shares that students, staff, support personnel and administration, have reliable and fast access to the internet through the purchase of a cloud controller, wireless access points. This purchase was covered by the Elementary and Secondary School Emergency Relief Fund (ESSER). The upgrade will improve and expand wireless internet access

Over the years, the SEDOL Foundation has raised over \$9 Million through various special events and grant opportunities.

for our students and staff by placing an access point in every classroom and gym at each of our campuses.

Over the years, the SEDOL Foundation has raised over \$9 Million through various special events and grant opportunities. Each year the Foundation hosts six different events, including:

- 1. Ping Pong for the Kids:** Family ping pong tournament that raises money for the most severely challenged and medically fragile students to go to summer camp.
- 2. Dinner Dance:** Gala that raises funds for summer camp scholarships and general classroom/school enhancements.
- 3. Pucks for Autism:** Adult hockey tournament to raise funds for programs for children with Autism.
- 4. Golf Invitational:** Raises funds for technology and general classroom/school enhancements.
- 5. 5K Run/Walk:** Grassroots, peer-to-peer event where able athletes push a wheelchair, run or walk with a special needs child or young adult and have them experience a 5K — many for the first time.
- 6. One Special Night:** An evening of music and entertainment.

Please visit www.sedolfoundation.org for more information.

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY
18160 W Gages Lake Road, Gages Lake, Illinois 60030-1819
847-548-8470 Fax 847-548-8472 VP 224-207-8476
www.sedol.us



Valerie M. Donnan, Ed.D.
Superintendent

TO: Executive Board Members
FROM: Administration
RE: Executive Board Meeting
DATE: Thursday, July 27, 2023
TIME: 9:30 AM
LOCATION: Gages Lake School, Community Room

Page

1. CALL TO ORDER - ROLL CALL (Ms. Pahl)

7

The July meeting of the Executive Board is the annual organizational meeting. In accordance with Executive Board Policy 2:64, the SEDOL Superintendent will: (1) open the meeting; (2) administer the oath of office to new/re-elected members.

[A- Oath of Office w:Members.pdf](#) 

2. PLEDGE OF ALLEGIANCE (Ms. Pahl)

3. ACCEPTANCE OF AGENDA - ACTION NEEDED (Ms. Pahl)

Consent Action

4. CONSENT AGENDA - ACTION NEEDED (Ms. Pahl)

Consent Action

4.1. Board Designations

8

1. Appointment of Board Secretary
2. Naming of Official Newspaper
3. Designation of Legal Counsel
4. Designation of Bank Depository
5. Meeting Schedule

6. Committee Appointments

[Board Designations.pdf](#) 

Approval of Minutes

9 - 29

Public and closed session minutes of the regular meeting of June 22, 2023 and the amended minutes from the May 25, 2023 regular meeting.

[Minutes EB Jun 22.pdf](#)  [Minutes EB May 25 AMENDED July 27 2023.pdf](#) 

Financial Matters

4.2. Paid Accounts Payable

30 - 70

[FY24 July Executive Board Meeting Summary.pdf](#)  [Paid AP Check Register - Payroll Liabilities 06-30-23 0001.pdf](#)  [Paid AP Check Register - Payroll Liabilities 07-14-23 0001.pdf](#)  [Paid AP Check Run 07-27-23.pdf](#)  [Paid AP Check Run Over \\$8,000 07-27-23.pdf](#)  [Paid AP Manual Checks 06-15,21,28,30-23.pdf](#)  [Paid AP Manual Checks Over \\$8,000 06-15,21,28,30-23.pdf](#) 

4.3. Treasurer's Report

71 - 72

[*^Fund Balance Report through 06.30.2023 for July 2023 BOE meeting.pdf](#) 

Personnel Matters

73 - 76

Recommend employment of the following applicants, with work assignment and start date as indicated, subject to completion of the physical examination and forms, as required by Section 24-6 of the School Code, successful completion of a criminal background investigation as required by Section 10-21.9 of the School Code, a Child Abuse Registry check, and submission of all forms, documents, and certifications as required by law and/or requested by SEDOL for the position.

[*^Personnel Recommendations and Vacancies July 27, 2023 \(1\).pdf](#) 

5. PUBLIC COMMENT (Ms. Pahl)

President Pahl will recognize any visitors at the meeting. The Executive Board is always interested in hearing from anyone who has a concern or issue regarding SEDOL programs and services. In order to ensure that everyone is heard, and at the same time, conduct the meeting properly and efficiently, those wishing to address the Board are asked to observe the following guidelines.

1. Sign in at the meeting and complete the Public Comment Information Form.
2. Address the Board at the appropriate time as indicated on the agenda and

when recognized by the Board President.

3. State your name and address for the record.
4. Comments should be limited to a maximum of five (5) minutes. The Board President may deny a person the opportunity to speak for more than 5 minutes. The President may also deny such opportunity to a person who has previously addressed the Board on the same subject.
5. Groups attending Board meetings are requested to appoint a spokesperson, if possible. The spokesperson should identify the group he/she represents and then briefly explain the concerns shared by the group. The Board President reserves the right to terminate a speaker's comments if they are repetitive or redundant.
6. Comments made during open session should not pertain to individual students or employees. Concerns regarding a specific student or employee should be presented in closed session.
7. The Board President or other presiding officer shall have the authority to terminate the remarks of any individual addressing the Board under public comment and to determine procedural matters regarding public comment not otherwise defined in Board policy.

6. OLD BUSINESS

6.1. Extended Agreement for IAES Services - ACTION NEEDED (Ms. Strieter)

Administration recommends approval of a one-year extension of the agreement with Connections Day School to continue to provide the interim Alternative Educational Setting (IASE) for students requiring 45-day alternative setting and/or an extended case study evaluation in response to significant behavioral infractions in their home school.

Motion to Approve Extended Agreement (Roll Call Vote)

Move approval of a a one-year extension of the agreement with Connections Day School as presented.

7. NEW BUSINESS

7.1. Organizational Chart - ACTION NEEDED (Dr. Donnan)

Administration recommends approval of the 2023-34 Organizational Chart as presented.

[2023-24 SEDOL Organizational Chart- DRAFT \(2\).pdf](#) 

Motion to Approve Organizational Chart

Move approval of the Organizational Chart as presented.

77

- 7.2. Therapets Agreement - ACTION NEEDED (Ms. Peterson)
Administration recommends continuation of services from Therapets. The SEDOL Foundation has agreed to pay \$40,176 of the 2023-24 contract.

Motion to Approve Agreement

Move approval of the agreement between SEDOL and Therapets as presented.

- 7.3. Return to School Discussion - INFORMATIONAL (Mr. Crowley)
Administration will provide an update regarding planning for the return to school in the fall including current staffing needs.

8. CLOSED SESSION

Motion to Enter into Closed Session - ROLL CALL VOTE

Move to enter into closed session to discuss:

1. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal.
2. The placement of individual students in special education programs and other matters relating to individual students.

Motion to Return to Public Session - VOICE VOTE

Move the Board return to public session.

9. OTHER BUSINESS

- 9.1. Request for Non-Member District Placement - ACTION NEEDED (Dr. Donnan)
Kildeer Countryside D96 is requesting placement for one student at John Powers Center in the DHH Program.

Motion to Approve Request - ROLL CALL VOTE

Move approval of the request by Kildeer Countryside D96 for placement in the John Powers Center DHH Program as presented.

- 9.2. Request for Non-Member District Placement - ACTION NEEDED (Dr. Donnan)
North Shore School D112 is requesting placement for one student at Gages Lake School in the SAB Program.

Motion to Approve Request - ROLL CALL VOTE

Move approval of the request by North Shore School D112 for placement in Gages Lake School SAB Program as presented.

9.3. Request for Non-Member District Placement - ACTION NEEDED (Dr. Donnan)

Leyden High School D212 is requesting placement for one student in the SEDOL Transition Program.

Motion to Approve Request - ROLL CALL VOTE

Move approval of the request by Leyden High School D212 for placement in the SEDOL Transition Program as presented.

10. PROGRAM/SCHOOL REPORTS - INFORMATIONAL (Dr. Donnan)

10.1. SEDOL Program Review

11. EXECUTIVE BOARD MEMBER COMMENTS (Ms. Pahl)

12. ADJOURNMENT - ACTION NEEDED (Ms. Pahl)

2023-24 *Tentative Executive Board Meeting Schedule *SEDOL Office Bay Room*

Thursday, July 27, 2023 – 9:30 a.m.

Thursday, August 24, 2023 – 9:30 a.m.

Thursday, September 21, 2023 – 9:30 a.m.

Thursday, October 26, 2023 – 9:30 a.m.

Thursday, November 9, 2023 – 9:30 a.m. *Conflict with IASA Conference*

Thursday, December 14, 2023 – 9:30 a.m. *Conflict with Winter Break*

Thursday, January 25, 2024 – 9:30 a.m.

Thursday, February 15, 2024 – 9:30 a.m. *Conflict with IAASE Conference*

Thursday, March 21, 2024 – 9:30 a.m.

Thursday, April 4, 2024 – 9:30 a.m. *Special Meeting to Review Tentative Budget Meeting*

Thursday, April 25, 2024 – 9:30 a.m.

Thursday, May 23, 2024 – 9:30 a.m.

Thursday, June 27, 2024 – 9:30 a.m.

Thursday, July 25, 2024 – 9:30 a.m.

**The Executive Board will approve the 2023-24 meeting schedule at its July meeting.*

2023-24 Governing Board Meeting Schedule

Wednesday, August 23, 2023 – 7:00 p.m. *6:30 p.m. Public Hearing - Budget*

Wednesday, December 6, 2023 – 7:00 p.m.

Wednesday, March 6, 2024 – 7:00 p.m.

Wednesday, June 5, 2024 – 7:00 p.m.

1. Oath of Office to Members (Dr. Donnan)

At its June meeting, the Governing Board took action to appoint/reappoint members to the Executive Board. Dr. Donnan will administer the oath of office to Joanne Osmond, Governing Board Member from Lake Villa D41, Ms. Carey McHugh, Governing Board Member from Wauconda D118, and Dr. Scott Schwartz, Superintendent, of Gavin D37. Ms. Osmond, Ms. McHugh, and Dr. Lind were reappointed to serve another two-year term expiring June 2025. Dr. Lind will take the oath of office at the August 24th meeting. Dr. Scott Schwartz, Superintendent of Gavin D37, will replace Dr. Christine Sefcik who resigned from the Board in June. Dr. Schwartz will serve a two-year term expiring in June 2025. The oath of office is as follows:

"I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Executive Board of the Special Education District of Lake County, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Executive Board, I shall accept the responsibility for my role in the equitable and quality education of every student in the District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for SEDOL;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's schools to advance the vision of SEDOL; and

I shall strive to work together with the District Superintendent to lead the District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development."

4.1. Board Designations

1. Appointment of Board Secretary: Historically, the Superintendent has served as Secretary of the Executive Board. Administration recommends continuance of this practice.
2. Naming of Official Newspaper: The Daily Herald has been designated as the official newspaper for purposes of disseminating official notices, etc. Administration recommends continuance of this designation.
3. Designation of Legal Counsel: In October 2006, the Board designated Hodges, Loizzi, Eisenhammer, Rodick and Kohn as legal counsel for the district. Administration recommends continuance of this designation.
4. Designation of Bank Depository: Administration recommends the district's bank depositories be designated as Associated Bank, Libertyville Bank & Trust, and Illinois School District Liquid Asset Fund.
5. Meeting Schedule: Currently, the regular meeting date for the Executive Board is the fourth Thursday of each month at 9:30 a.m. The Board will need to discuss any changes necessary for the coming year. The recommended meeting schedule is as follows:

Executive Board Meetings 2022-23

Generally 4th Thursday of month at 9:30 a.m. in Bay Room at Admin Building

July 27, 2023	February 15, 2024
August 24, 2023	March 21, 2024
September 21, 2023	April 4, 2024 (<i>proposed budget mtg</i>)
October 26, 2023	April 25, 2024
November 9, 2023	May 23, 2024
December 14, 2023	June 27, 2024
January 25, 2024	July 25, 2024

6. Committee Appointments: The President is responsible for committee appointments. Committees in need of appointments are Personnel, Finance, Policy and Negotiations. The Executive Board President and the Superintendent are ex officio members of all committees. Committee assignments will be discussed during the meeting. Last year's committee assignments are listed below. Board members are encouraged to notify President Pahl if you would prefer to serve on a specific committee. New Board Members need to notify President Pahl their preferred committee.

Personnel

Carey McHugh, Chair
Dr. Lynn Glickman

Policy

Joanne Osmond, Chair
Carey McHugh
Dr. Michael Karner

Finance

Dr. Jason Lind, Chair
Dr. Scott Schwartz

Negotiations

Joanne Osmond, Chair
Dr. Lynn Glickman



Valerie M. Donnan, Ed.D.
Superintendent

Minutes

**SEDOL EXECUTIVE BOARD MEETING
June 22, 2023**

CALL TO ORDER

The regular meeting of the SEDOL Executive Board was called to order by President Pahl at 9:32 a.m. on Thursday, June 22, 2023 at the SEDOL Administrative Offices in Gages Lake, Illinois.

ROLL CALL

Board Members Present

Dr. Jason Lind, Superintendent, Millburn D24
Ms. Carey McHugh, Governing Board Member, Wauconda Unit D118
Dr. Donn Mendoza, Superintendent, Round Lake Unit D116
Ms. Joanne Osmond, Governing Board Member, Lake Villa D41
Ms. Odie Pahl, Governing Board Member, Gurnee D56
Dr. Christine Sefcik, Superintendent, Grant High School D124
Dr. Michael Karner, Superintendent, Lake County Regional Office of Education (arrived at 9:41 a.m.)

Board Members Absent

Dr. Lynn Glickman, Superintendent, Grayslake Community Consolidated D46

Staff Members Present

Dr. Valerie Donnan, Superintendent
Ms. Joyce Loris, Assistant Superintendent of Business
Mr. Bob Taterka, Assistant Superintendent of Educational Services
Dr. Laura Wojcik, Assistant Superintendent of Human Resources
Ms. Suzana Peterson, Director of Business
Ms. Sara Martinez, Recording Secretary
Ms. Sandra Callahan, SSSA Union President

PLEDGE OF ALLEGIANCE

Mr. Pahl asked everyone to stand and join in the pledge of allegiance.

ACCEPTANCE OF AGENDA

Motion to Accept the Agenda

Motion by Dr. Jason Lind, second by Dr. Christine Sefcik, to accept the agenda as presented.

<u>Voice Vote:</u>	Ayes:	Dr. Jason Lind Ms. Carey McHugh Dr. Christine Sefcik	Dr. Donn Mendoza Ms. Joanne Osmond Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman, Dr. Michael Karner	

MOTION CARRIED

CONSENT AGENDA

Motion to Approve Consent Agenda

Motion by Dr. Jason Lind, second by Dr. Christine Sefcik, to approve the consent agenda as follows.

Approved Minutes

Public and closed session minutes of the regular meeting of May 25, 2023 and public minutes of the special meeting on June 8, 2023.

Financial Matters

Paid Accounts Payable List: The following expenditures represent the June, 2023 accounts payable list:

Accounts Payable	\$1,337,158.10
Payroll Liabilities 05/31/23	\$697,208.40
Net Payroll 05/31/23	\$864,388.47
Payroll Liabilities 06/15/23	\$723,325.25
Net Payroll 06/15/23	<u>\$895,909.81</u>

TOTAL \$4,517,990.03

Treasurer's Report: Report for May, 2023

Personnel Matters

Recommended employment of the following applicants, with work assignment and start date as indicated, subject to completion of the physical examination and forms, as required by Section 24-6 of the School Code, successful completion of a criminal background investigation as required by Section 10-21.9 of the School Code, a Child Abuse Registry check, and submission of all forms, documents, and certifications as required by law and/or requested by SEDOL for the position.

1. Requests for Contracts

Educational Support Personnel

- Parra, Celia
- Occupational Therapist – Fairhaven School
 - Budget Approved Vacancy
 - Doctorate of Occupational Therapy
 - \$76,856
 - August 16, 2023

Licensed

- Greenawalt, Sarah
- School Social Worker
 - Budget Approved Vacancy
 - MA, University of Illinois- Chicago
 - \$59,864
 - August 16, 2023

- Howes, Cassandra
- Certified School Nurse
 - Budget Approved Vacancy
 - BA, Herzing University
 - \$64,593
 - August 16, 2023

- Mattea, Samantha
- Teacher – Fairhaven School
 - Budget Approved Vacancy
 - BS, Illinois State University
 - \$43,792
 - August 16, 2023

- Sath, Tiffany
 - Teacher – Sector
 - Budget Approved Vacancy
 - BA, Southern Illinois University
 - \$43,792
 - August 21, 2023

- Schechtman, Judith
 - School Social Worker
 - Budget Approved Vacancy
 - MA, Loyola University
 - \$73,439
 - August 16, 2023

- Story, Kelly
 - Teacher – John Powers Center
 - Budget Approved Vacancy
 - MA, Missouri State University
 - \$78,388
 - August 21, 2023

- Timonen, Amy
 - Assistant Principal – John Powers Center
 - Budget Approved Vacancy
 - MA, Concordia University
 - \$94,726
 - August 1, 2023

- Vara, Thalia
 - Teacher – Gages Lake School
 - Budget Approved Vacancy
 - BA, Southern Illinois University
 - \$43,792
 - August 21, 2023

2. Resignations/Retirements

Educational Support Personnel

- Diaz, Tahiri
 - Registered Nurse
 - Original Hire Date: August 16, 2023
 - Resigned June 7, 2023

- Jeffries, Michael
 - Custodian
 - Original Hire Date: April 10, 2000
 - Retiring May 31, 2024

- Lebaron, Sheila
 - Paraprofessional – Regional Safe School Program
 - Original Hire Date: October 13, 2020
 - Resigned June 1, 2023

- Murphy, Jill
 - Paraprofessional – Sector
 - Original Hire Date: August 22, 2011
 - Retired May 31, 2023

- Ramirez-Polifka, Joanne
 - School Nurse – Laremont
 - Original Hire Date: August 28, 2002
 - Retiring June 30, 2023. This is a change from her original date of June 30, 2026.

- Rittenhouse, Kim
 - Paraprofessional – Sector
 - Original Hire Date: June 9, 2022
 - Resigning July 13, 2023

1	Assistant Principal John Powers	John Powers	<i>contract pending</i>
1	Assistant Principal Laremont	Laremont	<i>offered position</i>
1	School Psychologist	Administration	
1	Behavior Specialist	Fairhaven	
1	Lasso II Teacher	Spaulding	<i>contract pending</i>
4	Lasso III Teacher	Fairhaven	<i>1 offered position</i>
1	ED Teacher	Gages Lake	<i>offered position</i>
1	SAB Teacher Grades 4-6	Gages Lake	
1	DHH Teacher	JPC	<i>offered position</i>
4	Speech Language Pathologist	Administration	<i>1 contract pending, 1 offered position</i>
6	Social Worker	Administration	<i>2 contracts pending</i>
1	Admin Asst Educational Services	Administration	
1	Part-Time Social Worker	Administration	
1	Audiologist Full-time	Administration	
1	O&M Part-Time	Administration	
8	Sign Language Interpreter	JPC	
2	RN	Various	<i>2 contracts pending</i>
2	Certified School Nurse	Various	<i>1 contract pending</i>
1	Bilingual Special Ed Teacher	Various	
2	Lasso II Teacher	Millburn Elem	<i>2 offered positions</i>
1	Lasso II Teacher	Millburn Middle	<i>1 offered position</i>
1	Lasso II Teacher	Hawthorn Elem	
1	Lasso II Teacher	Cotton Creek	
1	EC Teacher	Fairhaven	
1	ED Teacher Middle School	Cyd Lash	
1	Project SEARCH Para	RSSP	
1	RSSP Para	RSSP	
1	Adapted PE Teacher	Various	<i>offered position</i>
1	Art Therapist	Various	
1	PT Voc Facilitator-PT Special Assignment	Various	
1	Occupational Therapist	Various	<i>contract pending</i>
1	Part-Time Physical Therapist	Various	
2	Vocational Facilitator	Various	<i>1 contract pending</i>
1	Community Exp. Coach	Various	
1	Part Time Receptionist	John Powers	

RECOGNITION

The Board recognized Dr. Christine Sefcik, Superintendent of Grant High School District #124, who is resigning from the Executive Board. Dr. Sefcik has served on the Executive Board since June 2017.

PUBLIC COMMENT

There was no Public Comment

OLD BUSINESS

Final Budget for FY24

Motion to Accept and Present Final Budget

Motion by Ms. Joanne Osmond, second by Dr. Jason Lind, to accept the final budget for FY24 and recommend Governing Board approval at the August 23, 2023 meeting as presented.

The final budget for FY24 was approved by the Board to be presented for Governing Board approval at the August 23, 2023 meeting.

<u>Roll Call Vote:</u>	Ayes:	Dr. Donn Mendoza Ms. Joanne Osmond Dr. Michael Karner	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

NEW BUSINESS

Student Lunch Fees

Ms. Loris informed the Board that student lunch fees will increase from \$3.10 to \$3.56 for the 2023-24 school year to remain in line with the USDA reimbursement rate.

Educational Affiliation Agreement

Motion to Approve Agreement

Motion by Ms. Carey McHugh, second by Ms. Joanne Osmond, to approve the extension of the Educational Affiliation Agreement with Carthage College as presented.

The Board approved Administration’s recommendation to extend the 2-year Educational Affiliation Agreement with Carthage College. The agreement will allow Carthage College to provide learning and clinical experience for nursing education degree-seeking students at SEDOL facilities from July 1, 2023-June 30, 2025

<u>Voice Vote:</u>	Ayes:	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind	Ms. Joanne Osmond Dr. Michael Karner Dr. Donn Mendoza Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

Organic Life Contract

Motion to Approve Contract

Motion by Dr. Jason Lind, second by Dr. Donn Mendoza, to approve the contract between SEDOL and Organic Life as presented.

The Board approved the food service contract between SEDOL and Organic Life effective July 1, 2023-June 30, 2024.

<u>Roll Call Vote:</u>	Ayes:	Ms. Joanne Osmond Dr. Michael Karner Dr. Donn Mendoza	Dr. Christine Sefcik Dr. Jason Lind Ms. Carey McHugh Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

Summer Project Updates

Ms. Peterson updated the Board on technology improvements occurring at our SEDOL buildings including wireless connection and access points. She also informed the Board that the HVAC system improvements for Cyd Lash Academy are expected to be occurring in Oct/Nov, and funding for the fencing around the Gages Lake Pond is being looked into.

CLOSED SESSION (1)

Motion to Enter into Closed Session

At 9:54 a.m. Dr. Jason Lind moved, second by Ms. Carey McHugh, for the Board to enter into closed session to discuss:

The placement of individual students in special education programs and other matters relating to individual students.

<u>Roll Call Vote:</u>	Ayes:	Dr. Christine Sefcik Dr. Jason Lind Ms. Carey McHugh	Dr. Michael Karner Dr. Donn Mendoza Ms. Joanne Osmond Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

Motion to Return to Public Session

At 9:56 a.m. Ms. Carey McHugh moved, second by Dr. Christine Sefcik, for the Board to return to public session.

<u>Voice Vote:</u>	Ayes:	Dr. Michael Karner Dr. Donn Mendoza Ms. Joanne Osmond	Dr. Jason Lind Ms. Carey McHugh Dr. Christine Sefcik Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

While in closed session, the Board discussed individual students in special education.

NEW BUSINESS (Con't)

Request for Non-Member District ESY Placement

Motion to Approve Request

Motion by Ms. Joanne Osmond, second by Dr. Jason Lind, to approve the request by Lake Zurich D95 for a new placement in the SEDOL DHH ESY program as presented.

Lake Zurich School District 95 requested new placement for one student in the SEDOL DHH Program for the ESY Program at Laremont School. The Board approved this request.

Motion to Return to Public Session

At 10:18 a.m. Ms. Joanne Osmond moved, second by Dr. Michael Karner, for the Board to return to public session.

<u>Voice Vote:</u>	Ayes:	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind	Ms. Joanne Osmond Dr. Michael Karner Dr. Donn Mendoza Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

While in closed session, the Board discussed employee and litigation matters.

COMMITTEE REPORTS

The Finance Committee met on June 20, 2023.

PROGRAM/SCHOOL REPORTS

Evidence of Exceptional Service

A. Evidence of Exceptional Service

1. Amazing celebrations, retirements, transition night, and graduations.
2. ESY has begun with 361 students.
3. The SEDOL Foundation granted over \$7,000.00 in grants to SEDOL staff for this fall.

B. Memoriam

Ms. Emily Matlock, previous early childhood teacher at Fairhaven School from August, 2022- May, 2023 passed away June 9, 2023.

EXECUTIVE BOARD MEMBER COMMENTS

- The July 27, 2023 Executive Board Meeting will have a change in location. The meeting will be held in the Gages Lake Community Room. This will allow staff, parents, and students the opportunity to attend the SEDOL Program Review presentation. Dr. Donnan informed the Board they should plan for an additional 1 ½ hour for the July meeting to include the presentation.
- Thank you to Dr. Sefcik, Ms. Loris, and Mr. Taterka for their service to SEDOL.

ADJOURNMENT

Motion to Adjourn

At 10:23 a.m. Ms. Carey McHugh moved, second by Ms. Joanne Osmond, to adjourn the meeting.

<u>Voice Vote:</u>	Ayes:	Ms. Joanne Osmond Dr. Michael Karner Dr. Donn Mendoza	Dr. Christine Sefcik Dr. Jason Lind Ms. Carey McHugh Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

Respectfully submitted by,

Sara Martinez
Recording Secretary

Approved by:

Ms. Odie Pahl
Board President

Dr. Valerie M. Donnan
Board Secretary



Valerie M. Donnan, Ed.D.
Superintendent

Minutes

**SEDOL EXECUTIVE BOARD MEETING
May 25, 2023 (Amended July 27, 2023)**

CALL TO ORDER

The regular meeting of the SEDOL Executive Board was called to order by President Pahl at 9:31 a.m. on Thursday, May 25, 2023 at the SEDOL Administrative Offices in Gages Lake, Illinois.

ROLL CALL

Board Members Present

Dr. Lynn Glickman, Superintendent, Grayslake Community Consolidated D46
Dr. Jason Lind, Superintendent, Millburn D24
Ms. Carey McHugh, Governing Board Member, Wauconda Unit D118
Ms. Joanne Osmond, Governing Board Member, Lake Villa D41
Ms. Odie Pahl, Governing Board Member, Gurnee D56
Dr. Christine Sefcik, Superintendent, Grant High School D124
Dr. Michael Karner, Superintendent, Lake County Regional Office of Education

Board Members Absent

Dr. Donn Mendoza, Superintendent, Round Lake Unit D116

Staff Members Present

Dr. Valerie Donnan, Superintendent
Ms. Joyce Loris, Assistant Superintendent of Business
Mr. Bob Taterka, Assistant Superintendent of Educational Services
Dr. Laura Wojcik, Assistant Superintendent of Human Resources
Ms. Sara Martinez, Recording Secretary
Ms. Sandra Callahan, SSSA Union President
Ms. Michelle Clark, STU Union President

Guest

Mr. Peter Graves, Graves Design Group

PLEDGE OF ALLEGIANCE

Mr. Pahl asked everyone to stand and join in the pledge of allegiance.

ACCEPTANCE OF AGENDA

Motion to Accept the Agenda

Motion by Dr. Jason Lind, second by Dr. Lynn Glickman, to accept the agenda as presented.

<u>Voice Vote:</u>	Ayes:	Dr. Jason Lind Ms. Carey McHugh Dr. Christine Sefcik	Dr. Lynn Glickman Ms. Joanne Osmond Dr. Michael Karner Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

CONSENT AGENDA

Motion to Approve Consent Agenda

Motion by Dr. Lynn Glickman, second by Dr. Jason Lind, to approve the consent agenda as follows.

Approved Minutes

Public hearing minutes and public and closed session minutes of the regular meeting of April 27, 2023.

Financial Matters

Paid Accounts Payable List: The following expenditures represent the May, 2023 accounts payable list:

Accounts Payable	\$1,156,529.12
Payroll Liabilities 04/28/23	\$731,500.39
Net Payroll 04/28/23	\$902,787.25
Payroll Liabilities 05/15/23	\$726,130.50
Net Payroll 05/15/23	<u>\$876,380.96</u>

TOTAL \$4,393,328.22

Treasurer's Report: Report for April, 2023

Closed Session Minutes/Recordings

The Board recommended the minutes from the following meetings remain confidential and that all previously reviewed minutes remain closed:

October 27, 2022	Employee, Collective Bargaining, Real Property and Litigation Matters
November 21, 2022	Employee, Collective Bargaining and Real Property Matters
December 15, 2022	Employee, Collective Bargaining, Real Property, Security, and Litigation Matters
January 26, 2023	Employee, Collective Bargaining, Real Property and Litigation Matters
March 23, 2023	Employee, Collective Bargaining and Litigation Matters

In addition, the Board recommended the destruction of verbatim recordings for the following closed session meetings:

May 27, 2021	September 23, 2021
June 24, 2021	October 28, 2021
August 26, 2021	November 11, 2021

Personnel Matters

Recommended employment of the following applicants, with work assignment and start date as indicated, subject to completion of the physical examination and forms, as required by Section 24-6 of the School Code, successful completion of a criminal background investigation as required by Section 10-21.9 of the School Code, a Child Abuse Registry check, and submission of all forms, documents, and certifications as required by law and/or requested by SEDOL for the position.

1. Requests for Contracts

Educational Support Personnel

- Diaz, Tahiri - 1:1 Registered Nurse- Billed to D56
- Budget Approved Vacancy
- \$34,786
- August 16, 2023

Jones, Fiona

- Paraprofessional – Sector
- Budget Approved Vacancy
- \$16.72/hr
- April 3, 2023

Kromm, Hannah

- Paraprofessional – Sector
- Budget Approved Vacancy
- \$17.14/hr
- May 1, 2023

Kromm, Kimberly

- Paraprofessional – Sector
- Budget Approved Vacancy
- \$17.14/hr
- April 17, 2023

Licensed

Alfaro, Elizabeth

- Teacher – Laremont School
- Budget Approved Vacancy
- BA, Southern Illinois University
- \$45,412
- August 16, 2023

Anderson, Scott

- Teacher – Gages Lake School
- Budget Approved Vacancy
- MA, Concordia University
- \$74,622
- August 16, 2023

Grube, Bonnie

- Speech/Lang Pathologist – Laremont School/Sector
(*correction*)
- Budget Approved Vacancy
- MS, Rush University
- \$81,322
- August 16, 2023

Rowley, Colin

- Teacher – Gages Lake School
- Budget Approved Vacancy
- BA, Northern IL University
- \$51,806
- August 16, 2023

2. Resignations/Retirements

Educational Support Personnel

Block, Ashley

- Paraprofessional – Laremont School
- Original Hire Date: October 11, 2022
- Resigning July 13, 2023

Cortes, Jessica

- Paraprofessional – Regional Safe School Program
- Original Hire Date: April 11, 2023
- Resigning at the end of the 22-23 school year

Curtis, Chantell

- Paraprofessional – Sector
- Original Hire Date: August 13, 2018
- Resigning at the end of the 22-23 school year

- Dehmlow, Ann
 - Registered Nurse – Fairhaven School
 - Original Hire Date: August 24, 1998
 - Retiring June 1, 2024

- Esquivel, Andrea
 - Paraprofessional – Sector
 - Original Hire Date: June 9, 2022
 - Resigning at the end of the 22-23 school year

- Gamino, Julissa
 - Paraprofessional – Sector
 - Original Hire Date: October 17, 2022
 - Resigned May 23, 2023

- Heerema, Briana
 - Paraprofessional – Fairhaven School
 - Original Hire Date: June 14, 2021
 - Resigning at the end of the 22-23 school year

- Herina, Doreen
 - Registered Nurse – Laremont School
 - Original Hire Date: August 15, 2005
 - Retiring June 1, 2023

- Huseby, Jussara
 - Vocational Facilitator
 - Original Hire Date: November 4, 2013
 - Resigned May 12, 2023

- Jacobs, Karen
 - Bookkeeper
 - Original Hire Date: October 24, 2011
 - Changed retirement date from June 30, 2023 to May 31, 2023

- Owens, Keli
 - Paraprofessional – Sector
 - Original Hire Date: December 3, 2013
 - Resigning at the end of the 22-23 school year

- Sath, Tiffany
 - Paraprofessional – Gages Lake School
 - Original Hire Date: August 16, 2021
 - Resigning at the end of the 22-23 school year to accept a teaching position for the 23-24 school year

- Siurek, Karen
 - Paraprofessional – Gages Lake School
 - Original Hire Date: September 5, 2017
 - Resigning at the end of the 22-23 school year

- Licensed Staff

- Dittmer, Tegan
 - Principal – Fairhaven School
 - Original Hire Date: August 1, 2013
 - Resigning June 30, 2023

- Magna, Pam
 - Principal – Cyd Lash Academy
 - Original Hire Date: August 1, 2020
 - Resigning June 30, 2023

- Mantzoros, Kristen
 - Psychologist – Fairhaven School
 - Original Hire Date: August 13, 2020
 - Resigning at the end of the 22-23 school year

5. SEDOL Vacancies- as of 05/19/2023

Vacancies 2023-24 School Year

1	Anticipated Principal Cyd Lash	Cyd Lash	
1	Anticipated Principal-Fairhaven School	Fairhaven	
1	Behavior Specialist	Fairhaven	
1	Lasso II Teacher	Spaulding	<i>Contract Pending</i>
1	ELP Teacher	Laremont	<i>Contract Pending</i>
3	Lasso III Teacher	Fairhaven	<i>1 contract pending</i>
1	ED Teacher	Gages Lake	<i>Contract Pending</i>
1	DHH Teacher	JPC	<i>Contract Pending</i>
4.4	Speech Language Pathologist	Administration	<i>1 contract pending</i>
4	Social Worker	Administration	<i>2 contracts pending</i>
1	Audiologist Part-time	Administration	
8	Sign Language Interpreter	JPC	
31	Paraprofessionals	Various	
8	1:1 Paraprofessionals	Various	
5	Registered Nurse	Various	<i>3 contracts pending</i>
1	Certified School Nurse	Various	<i>contract pending</i>
1	Bilingual Special Education Teacher	Various	
1	Lasso II Teacher	Spaulding	
1	Lasso II Teacher	Millburn Elem	<i>Contract pending</i>
1	Lasso II Teacher	Millburn Middle	<i>Contract pending</i>
1	Lasso II Teacher	Hawthorn Elem	
3	LASSO 3 Teachers	Fairhaven	<i>1 Contract Pending</i>
1	Adapted PE teacher	Various	<i>Contract pending</i>
1	Art Therapist	Various	
1	PT Hearing Intinerant	Various	
1	PT Voc Facilitator-PT Special Assignment	Various	
1	Occupational Therapist	Various	<i>Contract pending</i>
1	Part-Time Occupational Therapist	Various	
1	Part-Time Physical Therapist	Various	
2	Vocational Facilitator	Various	
1	Community Exp. Coach	Various	
1	Assistant Principal John Powers	John Powers	
1	Assistant Principal Laremont	Laremont	

RECOGNITION

STARS Student

The Board recognized a student from Ms. Smith’s class at Millburn Elementary School as the May STARS Student. This student has shown behavior and academic growth in leaps and bounds this year. He demonstrates responsibility and his ability to see his own positive changes is such an achievement.

Employee of the Month

The Board recognized Ms. Lynette Edwards, Speech and Language Pathologist as May’s Employee of the Month. Ms. Edwards is a great asset to SEDOL. She is knowledgeable about many different specialties not just speech. Her willingness to help both students and staff in and out of the classroom is just one of her many strengths that make her so deserving of this award.

PUBLIC COMMENT

A non-member district parent shared a letter the board.

OLD BUSINESS

Resolution Adoption

Motion to Adopt Resolution

Motion by Ms. Joanne Osmond, second by Ms. Carey McHugh, to adopt the resolution authorizing an interfund transfer as presented.

Administration recommended the Board adopt the resolution authorizing an interfund transfer of \$2,150,000 from the Education Fund to the Operations and Maintenance Fund.

<u>Roll Call Vote:</u>	Ayes:	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind	Ms. Joanne Osmond Dr. Michael Karner Dr. Lynn Glickman Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Policy Revisions 2nd Reading and Approval

Motion to Approve Policy Revisions

Motion by Ms. Joanne Osmond, second by Dr. Christine Sefcik, to approve the policy revisions as presented.

Revisions to the following policies were approved by the Board: *05:30 Hiring Process and Criteria; 05:90 Abused and Neglected Child Reporting; 5:150 Personnel Records; 6:230 Library Media Program.*

<u>Voice Vote:</u>	Ayes:	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind	Ms. Joanne Osmond Dr. Michael Karner Dr. Lynn Glickman Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

CLOSED SESSION

Motion to Enter into Closed Session

At 9:48 a.m. Dr. Christine Sefcik moved, second by Dr. Lynn Glickman, for the Board to enter into closed session to discuss:

The placement of individual students in special education programs and other matters relating to individual students.

<u>Roll Call Vote:</u>	Ayes:	Ms. Joanne Osmond	Dr. Christine Sefcik
		Dr. Michael Karner	Dr. Jason Lind
		Dr. Lynn Glickman	Ms. Carey McHugh
			Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Motion to Return to Public Session

At 10:23 a.m. Ms. Carey McHugh moved, second by Ms. Joanne Osmond, for the Board to return to public session.

<u>Voice Vote:</u>	Ayes:	Dr. Christine Sefcik	Dr. Michael Karner
		Dr. Jason Lind	Dr. Lynn Glickman
		Ms. Carey McHugh	Ms. Joanne Osmond
			Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

While in closed session, the Board discussed individual students in special education.

NEW BUSINESS

Request for Non-Member District Placements

1. **Motion to Approve Request**

Motion by Ms. Carey McHugh, second by Dr. Lynn Glickman, to approve the request by Kildeer D96 for continuation of placement in SEDOL program as presented.

Kildeer School District 96 requested continuation of placement for one student at John Powers Center.

<u>Roll Call Vote:</u>	Ayes:	None	
	Nays:	Dr. Michael Karner	Dr. Jason Lind
		Dr. Lynn Glickman	Ms. Carey McHugh
		Ms. Joanne Osmond	Dr. Christine Sefcik
			Ms. Odie Pahl
	Absent:	Dr. Donn Mendoza	

MOTION FAILED

2. Motion to Approve Request

Motion by Ms. Joanne Osmond, second by Ms. Carey McHugh, to approve the request by **Lake Zurich School District 95** for a new placement in SEDOL program as presented.

Lake Zurich School District 95 requested a new placement for one student in the John Powers Center DHH Program.

<u>Roll Call Vote:</u>	Ayes:	Dr. Christine Sefcik Dr. Jason Lind Ms. Carey McHugh	Dr. Michael Karner Dr. Lynn Glickman Ms. Joanne Osmond Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Appointment of Authorized Agent/Representative

Motion to Appoint Authorized Agent/Representative

Motion by Ms. Joanne Osmond, second by Dr. Christine Sefcik, to appoint Ms. Suzana Peterson to serve as SEDOL's IMRF, TRS, and FOIA authorized agent/representative as presented.

The Board approved Ms. Suzana Peterson, Director of Business, be appointed as the authorized IMRF agent, FOIA agent, and TRS representative effective July 1, 2023.

<u>Roll Call Vote:</u>	Ayes:	Dr. Lynn Glickman Ms. Joanne Osmond Dr. Michael Karner	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Summer Project Updates

Dr. Donnan along with Mr. Peter Graves from Graves Design Group provided the Board with FY23 summer project updates. These projects include retention pond fencing and a Laremont outdoor sensory area. Proposed projects presented for FY24 include administration building interior painting, dry pipe sprinkler, mechanical system and building automation system (BAS) replacement, pavement sealcoat and striping.

CLOSED SESSION

Motion to Enter into Closed Session

At 10:31 a.m. Ms. Carey McHugh moved, second by Ms. Joanne Osmond, for the Board to enter into closed session to discuss:

1. The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal.
3. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
4. The setting of a price for sale or lease of property owned by the public body.

3. On May 18th, SEDOL students enjoyed a day partnered with CLC, Educational Learning Solutions and many SEDOL volunteers for the 2nd annual Unified Sports Day. This is a day where students across the SEDOL campus come together for unified events.
4. SEDOL students will be enjoying upgrades to the Laremont Gross Motor Room due to the success of the Laremont PSO Trivia Night.
5. JPC students and staff are experiencing the new updates to technology earlier than anticipated which is assisting their learning!
6. Administration along with four SEDOL nominees (Angel O'Rourke, Candy Tackes, Juliette Sheedy, and Rosie Vondrak) attended the Educator of the Year celebration at the Lake County Fair Grounds hosted by the Regional Office of Education.

B. Recognition of Retirees

SEDOL recognizes the following retirees for their dedication and service:

<u>Name</u>	<u>Position</u>	<u>Hire Date</u>
Nancy Curtis	Paraprofessional	8/17/2001
Laura E. Fitzmaurice	Registered Nurse	8/24/1995
Monica Harding	Teacher	8/20/1999
Doreen M. Herina	Registered Nurse	8/15/2005
Karen Jacobs	Bookkeeper	10/24/2011
Teresa Lundstrom	Sign Lang Interpreter	8/25/2003
Cynthia L. Nolan	Paraprofessional	8/12/2019
Michael K. O'Brien	Principal	7/1/2011
Flavia Orante	Paraprofessional	9/3/1987
Maria Schrubbe	Interpreter	8/23/2010
Florence Shaw	Teacher	8/18/1997
Marina Solinski	Paraprofessional	10/21/2019
Kim Woodruff	Paraprofessional	1/29/2001
Gail Wright	Teacher	8/29/1988

ADJOURNMENT

Motion to Adjourn

At 10:45 a.m. Dr. Christine Sefcik moved, second by Dr. Lynn Glickman, to adjourn the meeting.

Voice Vote:

Ayes:	Dr. Christine Sefcik	Dr. Michael Karner
	Dr. Jason Lind	Dr. Lynn Glickman
	Ms. Carey McHugh	Ms. Joanne Osmond
		Ms. Odie Pahl
Nays:	None	
Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Respectfully submitted by,

Sara Martinez
Recording Secretary

Approved by:

Ms. Odie Pahl
Board President

Dr. Valerie M. Donnan
Board Secretary

Board Meeting: 07/27/23	
ACCOUNTS PAYABLE	\$2,023,446.95
PAYROLL LIABILITIES 06/30/23	\$847,373.89
NET PAYROLL 06/30/23 Unavailable	
PAYROLL LIABILITIES 07/14/23	\$1,805,799.72
NET PAYROLL 07/14/23 Unavailable	

TOTAL \$4,676,620.56

A/P Check Register

Printed: 7/18/2023 9:46 AM

Sedol

Check Date: 6/30/2023 to 6/30/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
17165	AFLAC	99	06/30/2023	214135	65.53	0.00	65.53
4169	AIG RETIREMENT SERVICES 403B	97	06/30/2023	214136	7,938.00	0.00	7,938.00
2306	AIG RETIREMENT SERVICES 457B	97	06/30/2023	214137	1,000.00	0.00	1,000.00
2244	Equitable Advisors 403B	97	06/30/2023	214138	500.00	0.00	500.00
17420	FTC 403b EE	97	06/30/2023	214139	112.50	0.00	112.50
612	GLENN STEARNS CHAPTER 13 TRUSTEE	97	06/30/2023	214140	1,601.50	0.00	1,601.50
4173	HORACE MANN 403B	97	06/30/2023	214141	12,700.00	0.00	12,700.00
20025	HORACE MANN 403B ROTH	97	06/30/2023	214142	400.00	0.00	400.00
731035149	HORACE MANN 457	97	06/30/2023	214143	2,000.00	0.00	2,000.00
1720	HORACE MANN INSURANCE CO	99	06/30/2023	214144	360.44	0.00	360.44
17439	IEA-NEA/SSSA	97	06/30/2023	214145	1,640.70	0.00	1,640.70
17438	IL DEPT OF REVENUE	98	06/30/2023	214146	67,730.98	0.00	67,730.98
264	IMRF	99	06/30/2023	214147	62,792.54	0.00	62,792.54
421	IMRF - ADDL CONT	99	06/30/2023	214149	5,840.74	0.00	5,840.74
17346	LAKE COUNTY FEDERATION OF TEACHERS AFT LOCAL 504	97	06/30/2023	214150	7,848.72	0.00	7,848.72
1894	LINCOLN INVESTMENTS 403B	97	06/30/2023	214151	3,611.00	0.00	3,611.00
2035	LINCOLN INVESTMENTS 457(b)	97	06/30/2023	214152	500.00	0.00	500.00
1606	MARILYN O MARSHALL CHAPTER 13 TRUSTEE	97	06/30/2023	214153	425.00	0.00	425.00
4168	METLIFE 403B	97	06/30/2023	214154	420.00	0.00	420.00
395	SEDOL - FED TAXES	98	06/30/2023	214155	130,980.50	0.00	130,980.50
397	SEDOL - FICA TAXES	98	06/30/2023	214156	113,163.24	0.00	113,163.24
399	SEDOL - MED TAXES	98	06/30/2023	214158	26,465.94	0.00	26,465.94
461	SEDOL DENTAL	97	06/30/2023	214160	8,132.06	0.00	8,132.06
298	SEDOL HEALTH	97	06/30/2023	214162	266,136.77	0.00	266,136.77
463	SEDOL LIFE	97	06/30/2023	214165	2,066.24	0.00	2,066.24
1329	SEDOL LONG TERM CARE	97	06/30/2023	214166	1,677.55	0.00	1,677.55
1769	SEDOL LT & ST DISABILITY	97	06/30/2023	214167	3,058.02	0.00	3,058.02
462	SEDOL MEDICAL SPENDING	97	06/30/2023	214168	6,873.33	0.00	6,873.33
614	TEACHER RETIREMENT SYSTEM	97	06/30/2023	214169	88,907.93	0.00	88,907.93
20185	Teacher Retirement System - VOYA	97	06/30/2023	214171	2,683.86	0.00	2,683.86
18310	Teachers Health Insurance	97	06/30/2023	214172	14,570.61	0.00	14,570.61
17627	WISCONSIN DEPT OF REVENUE	98	06/30/2023	214174	5,170.19	0.00	5,170.19
Report Totals					\$847,373.89	\$0.00	\$847,373.89

A/P Check Register

Printed: 7/18/2023 9:48 AM

Sedol

Check Date: 7/14/2023 to 7/14/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
17165	AFLAC	99	07/14/2023	214209	212.13	0.00	212.13
4169	AIG RETIREMENT SERVICES 403B	97	07/14/2023	214210	18,764.00	0.00	18,764.00
2306	AIG RETIREMENT SERVICES 457B	97	07/14/2023	214211	3,000.00	0.00	3,000.00
2244	Equitable Advisors 403B	97	07/14/2023	214212	300.00	0.00	300.00
17420	FTC 403b EE	97	07/14/2023	214213	337.50	0.00	337.50
612	GLENN STEARNS CHAPTER 13 TRUSTEE	97	07/14/2023	214214	960.00	0.00	960.00
4173	HORACE MANN 403B	97	07/14/2023	214215	19,155.00	0.00	19,155.00
731035149	HORACE MANN 457	97	07/14/2023	214216	6,000.00	0.00	6,000.00
1720	HORACE MANN INSURANCE CO	99	07/14/2023	214217	862.12	0.00	862.12
17439	IEA-NEA/SSSA	97	07/14/2023	214218	5,786.80	0.00	5,786.80
17438	IL DEPT OF REVENUE	98	07/14/2023	214219	121,883.49	0.00	121,883.49
264	IMRF	99	07/14/2023	214221	120,176.03	0.00	120,176.03
421	IMRF - ADDL CONT	99	07/14/2023	214223	17,537.03	0.00	17,537.03
17346	LAKE COUNTY FEDERATION OF TEACHERS AFT LOCAL 504	97	07/14/2023	214225	85.65	0.00	85.65
1894	LINCOLN INVESTMENTS 403B	97	07/14/2023	214226	7,598.00	0.00	7,598.00
2035	LINCOLN INVESTMENTS 457(b)	97	07/14/2023	214227	1,500.00	0.00	1,500.00
4168	METLIFE 403B	97	07/14/2023	214228	1,260.00	0.00	1,260.00
395	SEDOL - FED TAXES	98	07/14/2023	214229	257,651.09	0.00	257,651.09
397	SEDOL - FICA TAXES	98	07/14/2023	214231	194,332.90	0.00	194,332.90
399	SEDOL - MED TAXES	98	07/14/2023	214233	50,196.62	0.00	50,196.62
461	SEDOL DENTAL	97	07/14/2023	214235	17,671.69	0.00	17,671.69
298	SEDOL HEALTH	97	07/14/2023	214240	710,379.36	0.00	710,379.36
463	SEDOL LIFE	97	07/14/2023	214247	4,885.87	0.00	4,885.87
1329	SEDOL LONG TERM CARE	97	07/14/2023	214249	4,216.40	0.00	4,216.40
1769	SEDOL LT & ST DISABILITY	97	07/14/2023	214250	7,737.65	0.00	7,737.65
462	SEDOL MEDICAL SPENDING	97	07/14/2023	214252	15,594.19	0.00	15,594.19
614	TEACHER RETIREMENT SYSTEM	97	07/14/2023	214253	171,279.32	0.00	171,279.32
20185	Teacher Retirement System - VOYA	97	07/14/2023	214255	8,164.08	0.00	8,164.08
18310	Teachers Health Insurance	97	07/14/2023	214256	28,069.73	0.00	28,069.73
17627	WISCONSIN DEPT OF REVENUE	98	07/14/2023	214258	10,203.07	0.00	10,203.07
Report Totals					\$1,805,799.72	\$0.00	\$1,805,799.72

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
Ace Hardware									
106724	200.2540.412.500	Cust#230021/Misc Bldg Suppl/GLS		7002		07/27/2023	214259	13.43	200-2540-412-500
106880	200.2540.412.600	Cust#230021/Misc Bldg Suppl/CLA		7002	0	07/27/2023	214259	19.48	200-2540-412-600
								\$32.91	Payee Vendor Total
AI Warren Oil Co Inc									
W1575822400.163		Cust#C06788/Gasohol Unleaded/School Buses		7002		07/27/2023	214260	10,929.80	400-163
W1573524400.163		Cust#C06788/Gasohol Unleaded/School Buses		7002		07/27/2023	214260	9,066.90	400-163
W1577137400.163		Cust#C06788/Gasohol Unleaded/School Buses		7002		07/27/2023	214260	10,961.65	400-163
								\$30,958.35	Payee Vendor Total
ALVAREZ, JEANE									
050323S	109.1600.410.825	Suppl Reimb/Classroom Materials		7005		07/27/2023	22547	46.91	109-1600-410-825
								\$46.91	Payee Vendor Total
American Express									
Card 41061100.2320.312.100		IASB/Credit Card Fee		71423	0	07/14/2023	214202	108.00	100-2320-312-100
Card 41061100.2320.312.100		Conf Reg/IASB/JAC Reg/V Donnan/111723-11192		71423	0	07/14/2023	214202	520.00	100-2320-312-100
Card 41061100.2320.312.100		Conf Reg/IASB/JAC Reg/M Crowley/111723-1119:		71423	0	07/14/2023	214202	520.00	100-2320-312-100
Card 41061100.2320.312.100		Conf Reg/IASB/JAC Reg/L Wojcik/111723-111923		71423	0	07/14/2023	214202	520.00	100-2320-312-100
Card 41061100.2320.312.100		Conf Reg/IASB/JAC Reg/T Strieter/111723-11192:		71423	0	07/14/2023	214202	520.00	100-2320-312-100
Card 41061100.2510.312.100		Conf Reg/IASB/JAC Reg/S Peterson/111723-1119		71423	0	07/14/2023	214202	520.00	100-2510-312-100
Card 4208200.2540.412.100		SI 30 Condensate Pump 230V		71423	0	07/14/2023	214202	120.26	200-2540-412-100
Card 4208200.2540.412.100		Signage/No Parking		71423	0	07/14/2023	214202	23.94	200-2540-412-100
Card 42085100.2310.412.900		Signature Golden School Bell		71423	9028	07/14/2023	214202	45.95	100-2310-412-900
Card 42085100.2310.412.900		Pedestal Base (Brown)		71423	9028	07/14/2023	214202	17.95	100-2310-412-900
Card 42085100.2310.412.900		Personalization Fee for Wood Bases		71423	9028	07/14/2023	214202	8.00	100-2310-412-900
Card 42085100.2310.412.900		Shipping		71423	9028	07/14/2023	214202	12.00	100-2310-412-900
Card 4208200.2540.412.500		Kenwood Belt Clip		71423	0	07/14/2023	214202	33.98	200-2540-412-500
Card 4208200.2540.412.500		Kenwood Replacement Battery		71423	0	07/14/2023	214202	128.78	200-2540-412-500
Card 4208200.2540.700.100		Bottle Filling Station (1)		71423	0	07/14/2023	214202	1,449.81	200-2540-700-100
Card 4208200.2540.412.100		Signage/Not Responsible for Damage or Theft		71423	0	07/14/2023	214202	39.98	200-2540-412-100
Card 41079100.2213.312.900		Hyatt/S Kruckman/060423-060623		71423	0	07/14/2023	214202	322.56	100-2213-312-900
Card 41079100.2213.312.900		Hyatt/unknown/060423-060623		71423	0	07/14/2023	214202	322.56	100-2213-312-900
Card 41079100.2320.350.100		Indeed/JUN23 Sponsored Jobs		71423	0	07/14/2023	214202	503.53	100-2320-350-100
Card 41079100.2320.350.100		Indeed/1 Month Prof Subscrpt/062223-072123		71423	0	07/14/2023	214202	300.00	100-2320-350-100
41079100.2320.350.100		Indeed/1 Month Standard Subscrpt/062223-07212		71423	0	07/14/2023	214202	120.00	100-2320-350-100
41079400.2559.331.999		Driver Training/J Wilt/070723		71423	0	07/14/2023	214202	10.00	400-2559-331-999

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
Card 41079	400.2559.331.999	Driver Training/W Lavris/070723		71423	0	07/14/2023	214202	10.00	400-2559-331-999
Card 41079	100.2213.312.900	Hyatt/P Mayer/060423-060623		71423	0	07/14/2023	214202	322.56	100-2213-312-900
Card 41079	100.2320.350.100	Indeed/MAY23 Sponsored Jobs		71423	0	07/14/2023	214202	28.84	100-2320-350-100
Card 41079	100.2320.350.100	Indeed/JUN23 Sponsored Jobs		71423	0	07/14/2023	214202	508.93	100-2320-350-100
Card 41079	100.2320.350.100	Indeed/JUN23 Sponsored Jobs		71423	0	07/14/2023	214202	501.76	100-2320-350-100
Card 41079	100.2320.350.100	Indeed/JUN23 Sponsored Jobs		71423	0	07/14/2023	214202	501.92	100-2320-350-100
Card 41079	100.2320.350.100	Indeed/JUN23 Sponsored Jobs		71423	0	07/14/2023	214202	505.17	100-2320-350-100
Card 4106	1100.2510.312.100	Conf Reg/IASB/Housing/S Peterson/111723-11192		71423	0	07/14/2023	214202	200.00	100-2510-312-100
Card 4106	1100.2320.312.100	Conf Reg/IASB/Housing/V Donnan/111723-11192		71423	0	07/14/2023	214202	200.00	100-2320-312-100
Card 4106	1100.2320.312.100	Conf Reg/IASB/Housing/T Streiter/111723-111923		71423	0	07/14/2023	214202	200.00	100-2320-312-100
Card 4106	1100.2320.312.100	Conf Reg/IASB/Housing/M Crowley/111723-11192		71423	0	07/14/2023	214202	200.00	100-2320-312-100
Card 4106	1100.2320.312.100	Conf Reg/IASB/Housing/L Wojcik/111723-111923		71423	0	07/14/2023	214202	200.00	100-2320-312-100
Card 4106	1100.2320.310.100	Citrix/Shared File STANDARD/062323-071823		71423	0	07/14/2023	214202	9.94	100-2320-310-100
Card 42085	115.1202.410.300	INNOVAT TECH LAB/BRIGHT BOX TACTILE SW		71423	9037	07/14/2023	214202	169.00	115-1202-410-300
Card 42085	115.1202.410.300	INNOVAT TECH LAB/Shipping		71423	9037	07/14/2023	214202	15.00	115-1202-410-300
Card 42085	100.1999.999	Telescopic Low Vision Aid Fitting		71423	9030	07/14/2023	214202	150.00	100-1999-999
Card 42085	100.1999.999	Bioptic WATS - 3.0x in OU in DB47 Gold Frame		71423	9030	07/14/2023	214202	1,268.00	100-1999-999
Card 42085	100.1999.999	Medical Tax		71423	9030	07/14/2023	214202	28.93	100-1999-999
Card 42085	100.1999.999	Additional Refraction Charges		71423	9030	07/14/2023	214202	136.79	100-1999-999
Card 42085	100.1213.415.400	80 Pcs Cooling Towel Bulk 40 x 12 Inch Ice Towel		71423	9023	07/14/2023	214202	45.99	100-1213-415-400
Card 42085	100.1213.415.400	bagmad 100 Pack 8x4.75x10 inch Medium Red G		71423	9023	07/14/2023	214202	27.99	100-1213-415-400
Card 42085	100.1213.415.400	48 Pack 12 Colors Neon Party Sunglasses With D		71423	9023	07/14/2023	214202	65.90	100-1213-415-400
Card 2085	200.2540.412.100	USI		71423	9022	07/14/2023	214202	13.25	200-2540-412-100
Card 42085	200.2540.412.100	USI		71423	9022	07/14/2023	214202	9.99	200-2540-412-100
Card 42085	100.1213.415.400	Coupon for Towels		71423	9023	07/14/2023	214202	(4.00)	100-1213-415-400
Card 42085	100.1213.415.400	Gift Card Balance used		71423	9023	07/14/2023	214202	(1.81)	100-1213-415-400
Card 41079	100.2320.350.100	Indeed/JUN23 Sponsored Jobs		71423	0	07/14/2023	214202	500.86	100-2320-350-100
								\$11,982.31	Payee Vendor Total
Apple Inc									
MA054950	100.2225.700.900	24" Mac w/ Retina 4.5K display: Apple M1 ch (5)		7001	9055	07/27/2023	214261	6,245.00	100-2225-700-900
MA053791	1400.2225.700.900	13h MacBook Air: Apple M1 chip w/ 8-core CPU (5)		7001	9047	07/27/2023	214261	71,920.00	100-2225-700-900
MA060706	100.2225.410.900	20W USB-C Power Adapter (213)		7001	9056	07/27/2023	214261	4,047.00	100-2225-410-900
MA060706	100.2225.410.900	USB-C to Lightning Cable (1 m) (213)		7001	9056	07/27/2023	214261	4,047.00	100-2225-410-900
513981	100.2320.540.100	16-inch MacBook Pro - Space Gray (2)		7001	9050	07/27/2023	214261	5,718.00	100-2320-540-100
								\$91,977.00	Payee Vendor Total

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
AT&T									
052323-06200.2540.341.400		Acct#84756663727931/Phone Svc/FHN		70623	0	07/06/2023	214175	297.52	200-2540-341-400
								<u>\$297.52</u>	Payee Vendor Total
Balanced Environment									
121924	200.2540.310.100	Job#8011021023/Part 4/Trees & Shrubs/JUL23		7002	0	07/27/2023	214262	712.50	200-2540-310-100
121924	200.2540.310.100	Job#8011021023/Part 3/General Lawn/JUL23		7002	0	07/27/2023	214262	1,710.00	200-2540-310-100
								<u>\$2,422.50</u>	Payee Vendor Total
Biller Press									
23-23834	100.2134.410.900	1646 Student Health File Folders (500)		7001	9095	07/27/2023	214263	348.00	100-2134-410-900
								<u>\$348.00</u>	Payee Vendor Total
Blazerworks									
20716978	109.1600.319.825	Cust#170498/1:1 Nurse/Corona/Wk 062523		71423		07/14/2023	214204	999.00	109-1600-319-825
20716978	109.1600.319.825	Cust#170498/1:1 Nurse/Richards/Wk 062523		71423		07/14/2023	214204	899.84	109-1600-319-825
20721354	109.1600.319.825	Cust#170498/1:1 Nurse/Corona/Wk 070223		71423		07/14/2023	214204	1,258.00	109-1600-319-825
20721354	109.1600.319.825	Cust#170498/1:1 Nurse/Richards/Wk 070223		71423		07/14/2023	214204	1,258.00	109-1600-319-825
20716978	109.1600.319.825	Cust#170498/OT Svcs/Bruketta/Wk 062523		71423	0	07/14/2023	214204	1,032.00	109-1600-319-825
								<u>\$5,446.84</u>	Payee Vendor Total
Blue Cross Blue Sheild of									
426900907100.480.056.300		Empl Acct #IL1859213/Claims & Admin Fees/JUN		7002		07/27/2023	214264	517,870.87	100-493-056-300
								<u>\$517,870.87</u>	Payee Vendor Total
BOSTIC, JOHNNY									
031123-04200.2540.341.100		Cell Phone Reimb		7005		07/27/2023	22548	27.50	200-2540-341-100
051123-06200.2540.341.100		Cell Phone Reimb		7005		07/27/2023	22548	27.50	200-2540-341-100
061123-07200.2540.341.100		Cell Phone Reimb		7005		07/27/2023	22548	27.50	200-2540-341-100
041123-05200.2540.341.100		Cell Phone Reimb		7005	0	07/27/2023	22548	27.50	200-2540-341-100
								<u>\$110.00</u>	Payee Vendor Total
BP									
64580635	400.2559.464.999	Acct#5910466027/Gasoline/Transport/052023-06		70623		07/06/2023	214176	303.21	400-2559-464-999
								<u>\$303.21</u>	Payee Vendor Total
Brain Pop									
431460	100.1216.310.800	Annl License Rnwl/LASSO2 (73)		7001	9071	07/27/2023	214265	985.82	100-1216-310-800
431460	100.1208.310.800	Annl License Rnwl/ELS (47)		7001	9071	07/27/2023	214265	634.70	100-1208-310-800
431460	100.1216.310.800	Annl License Rnwl/LASSO1 (21)		7001	9071	07/27/2023	214265	283.59	100-1216-310-800
60	100.1207.310.200	Annl License Rnwl/DHH (46)		7001	9071	07/27/2023	214265	621.20	100-1207-310-200

Page 35 of 77

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
431460	100.1211.310.800	Annl License Rnw/TAB (17)		7001	9071	07/27/2023	214265	229.58	100-1211-310-800
431460	100.1212.310.500	Annl License Rnw/ELL (3)		7001	9071	07/27/2023	214265	1,298.55	100-1212-310-500
431460	100.1212.310.500	Annl License Rnw/GLS (40)		7001	9071	07/27/2023	214265	540.17	100-1212-310-500
431460	100.1212.310.650	Annl License Rnw/CLA JrHi (17)		7001	9071	07/27/2023	214265	229.57	100-1212-310-650
								\$4,823.18	Payee Vendor Total
BRITE, ALICIA									
062523-07	109.1600.410.825	Suppl Reimb/Reinforcements		7005	0	07/27/2023	22549	41.58	109-1600-410-825
								\$41.58	Payee Vendor Total
Brogans Awards & Sportswe									
071223	100.2310.410.100	Set-up Fee		7002		07/27/2023	214266	30.00	100-2310-410-100
071223	100.2310.410.100	Name Plate/Brushed Gold on Walnut Wedge		7002	0	07/27/2023	214266	180.00	100-2310-410-100
								\$210.00	Payee Vendor Total
CARAVELLODYBUL, NANCY									
051023-06	100.2110.332.811	Social Worker Travel Reimb/TAB		7003		07/27/2023	22550	28.29	100-2110-332-811
051023-06	100.2110.332.816	Social Worker Travel Reimb/LASSO		7003		07/27/2023	22550	7.08	100-2110-332-816
050623-06	100.1211.410.811	Suppl Reimb/Reinforcements		7005	0	07/27/2023	22550	54.62	100-1211-410-811
								\$89.99	Payee Vendor Total
CDW Government									
KM33745	100.2225.310.900	Adobe Creative Cloud for Enterprise		7001	9048	07/27/2023	214267	2,543.00	100-2225-310-900
GN52572	100.2225.700.900	Cust#1144893/Shipping		7001	8772	07/27/2023	214267	10.56	100-2225-700-900
KF47994	166.2660.310.900	Licensing		7001	8920	07/27/2023	214267	1,783.79	166-2660-310-900
KF47994	166.2660.310.900	Cisco Smartnet Extended Service Agreement		7001	8920	07/27/2023	214267	6,949.80	166-2660-310-900
KF47994	166.2660.310.900	Licensing		7001	8920	07/27/2023	214267	1,783.79	166-2660-310-900
KF47994	166.2660.410.300	Stacking Cable		7001	8920	07/27/2023	214267	189.26	166-2660-410-300
KF47994	166.2660.540.300	Cisco Catalyst 9300 48 port switch (1)		7001	8920	07/27/2023	214267	6,065.50	166-2660-540-300
KF47994	166.2660.540.500	Cisco Catalyst 9300 48 port switch (1)		7001	8920	07/27/2023	214267	6,065.50	166-2660-540-500
KF47994	166.2660.700.300	Secondary Power Supply (1)		7001	8920	07/27/2023	214267	898.99	166-2660-700-300
KF47994	166.2660.700.300	Expansion Module (1)		7001	8920	07/27/2023	214267	1,206.54	166-2660-700-300
KF47994	166.2660.700.500	Secondary Power Supply (1)		7001	8920	07/27/2023	214267	898.99	166-2660-700-500
KF47994	166.2660.700.500	Expansion Module (1)		7001	8920	07/27/2023	214267	1,206.54	166-2660-700-500
								\$29,602.26	Payee Vendor Total
Chicago Metropolitan Fire									
413774	200.2540.324.100	Job#13396/Fire Alarm Monitoring/Barn/JUL23-SEI		7002	0	07/27/2023	214268	139.50	200-2540-324-100
42	200.2540.324.100	Job#1587/Fire Alarm Monitoring/ADM/JUL23-SEP		7002	0	07/27/2023	214268	76.50	200-2540-324-100
38	200.2540.324.300	Job#1591/Fire Alarm Monitoring/LRM/JUL23-SEP		7002	0	07/27/2023	214268	75.00	200-2540-324-300

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
414240	200.2540.324.500	Job#1583/Fire Alarm Monitoring/GLS/JUL23-SEP;		7002	0	07/27/2023	214268	76.50	200-2540-324-500
414239	200.2540.324.600	Job#1581/Fire Alarm Monitoring/CLA/JUL23-SEP;		7002	0	07/27/2023	214268	75.00	200-2540-324-600
414241	200.2540.324.830	Job#1585/Fire Alarm Monitoring/SEY B/JUL23-SE		7002	0	07/27/2023	214268	75.00	200-2540-324-830
414243	200.2540.324.830	Job#1590/Fire Alarm Monitoring/SEY A/JUL23-SE		7002	0	07/27/2023	214268	75.00	200-2540-324-830
411682	200.2540.324.200	Wrksite#5319/Annl Fire Alarm Test/Inspct/JPC/JUI		7002	0	07/27/2023	214268	485.00	200-2540-324-200
								\$1,077.50	Payee Vendor Total
City Electric Supply									
137898	200.2540.412.500	Acct#2750555001/Misc Electrical Supply/GLS		7002		07/27/2023	214269	114.37	200-2540-412-500
138268	200.2540.412.600	Acct#2750555001/Misc Electrical Suppl/CLA		7002		07/27/2023	214269	290.92	200-2540-412-600
								\$405.29	Payee Vendor Total
CLIC-ISDLAF Plus									
FY24	100.2310.380.825	Workers Comp/SEDOL Wide		70623		07/06/2023	214177	330,514.00	100-2310-380-825
FY24	200.2540.380.100	Workers Comp/Operations		70623		07/06/2023	214177	10,437.00	200-2540-380-100
FY24	400.2559.380.900	Workers Comp/Transportation		70623		07/06/2023	214177	6,958.00	400-2559-380-900
FY24	100.2310.381.900	Liability Insurance/Fiduciary		70623	0	07/06/2023	214177	2,150.00	100-2310-381-900
								\$350,059.00	Payee Vendor Total
Comcast Business									
062223-07200	200.2540.341.600	Acct#8771100270666645/Business Internet/CLA		70623	0	07/06/2023	214178	360.22	200-2540-341-600
								\$360.22	Payee Vendor Total
ComEd									
JUN23	200.2540.466.300	Acct#3732082131/Electric Svc/LRM LIGHT		70623	0	07/06/2023	214179	30.67	200-2540-466-300
								\$30.67	Payee Vendor Total
Connections Day School									
JUN23	100.1912.670.900	Diagnostic/IAES Students		7002		07/27/2023	214270	51,645.50	100-1912-670-900
JUL23	100.1912.670.900	Diagnostic/IAES Students		7002		07/27/2023	214270	37,255.04	100-1912-670-900
								\$88,900.54	Payee Vendor Total
Constellation New Energy									
3780207	200.2540.465.100	Acct#BG-10773/RG-197083/Gas Svc/ADM/MAY2		70623	0	07/06/2023	214180	430.72	200-2540-465-100
3780207	200.2540.465.830	Acct#BG-10773/RG-197084/Gas Svc/SEY A/MAY		70623	0	07/06/2023	214180	92.62	200-2540-465-830
3780207	200.2540.465.830	Acct#BG-10773/RG-197085/Gas Svc/SEY B/MAY		70623	0	07/06/2023	214180	41.04	200-2540-465-830
3780205	200.2540.465.200	Acct#BG-6129/RG-197230/Gas Svc/JPC/MAY23		70623	0	07/06/2023	214181	233.27	200-2540-465-200
3780205	200.2540.465.300	Acct#BG-6129/RG-197228/Gas Svc/LRM/MAY23		70623	0	07/06/2023	214181	1,168.73	200-2540-465-300
3780205	200.2540.465.500	Acct#BG-6129/RG-197227/Gas Svc/GLS/MAY23		70623	0	07/06/2023	214181	708.47	200-2540-465-500
205	200.2540.465.550	Acct#BG-6129/RG-197226/Gas Svc/SCMP/MAY2		70623	0	07/06/2023	214181	427.03	200-2540-465-550

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
3780205	200.2540.465.600	Acct#BG-6129/RG-1972296/Gas Svc/CLA/MAY23		70623	0	07/06/2023	214181	615.22	200-2540-465-600
								\$3,717.10	Payee Vendor Total
Constellation New Energy									
657435393200.2540.466.200		Cust#7635903/Electric Svc/JPC/JUN23		70623		07/06/2023	214182	967.01	200-2540-466-200
657549113200.2540.466.550		Cust#7635902/Electric Svc/SCMP/JUN23		70623		07/06/2023	214182	1,304.02	200-2540-466-550
655180591200.2540.466.100		Cust#7635904/Electric Svc/ADM/MAY23		70623	0	07/06/2023	214183	2,428.99	200-2540-466-100
655180591200.2540.466.300		Cust#7635904/Electric Svc/LRM/MAY23		70623	0	07/06/2023	214183	5,031.47	200-2540-466-300
655180591200.2540.466.500		Cust#7635904/Electric Svc/GLS/MAY23		70623	0	07/06/2023	214183	3,816.98	200-2540-466-500
655180591200.2540.466.600		Cust#7635904/Electric Svc/CLA/MAY23		70623	0	07/06/2023	214183	6,048.01	200-2540-466-600
655180591200.2540.466.600		Cust#7635904/Electric Svc/FIRPMP/MAY23		70623	0	07/06/2023	214183	24.46	200-2540-466-600
656235897200.2540.466.830		Cust#8020024/Electric Svc/Sey A/051723-061623		70623	0	07/06/2023	214184	63.26	200-2540-466-830
656235896200.2540.466.830		Cust#8020020/Electric Svc/Sey B/051723-061623		70623	0	07/06/2023	214185	143.65	200-2540-466-830
								\$19,827.85	Payee Vendor Total
CORBETT, MARY ELLEN									
061323S	109.1600.410.825	Suppl Reimb/Reinforcements		7005	0	07/27/2023	22551	27.41	109-1600-410-825
								\$27.41	Payee Vendor Total
Crisis Prevention Institu									
NAIN4054	100.2410.640.900	Cust#126030/Annl Mmbrship/N Richter		7002		07/27/2023	214271	200.00	100-2410-640-900
NAIN4052	100.2410.640.900	Cust#1414571/Annl Mmbrship/G Costa		7002		07/27/2023	214271	200.00	100-2410-640-900
IUS025369100.1212.640.900		Cust#1989186/Annl Mmbrship/L Bennett/AUG23-		70623	0	07/06/2023	214186	200.00	100-1212-640-900
NAIN4379	100.2410.640.900	Cust#1904577/Annl Mmbrship/K Weakley		7002	0	07/27/2023	214271	200.00	100-2410-640-900
								\$800.00	Payee Vendor Total
Diligent Corporation									
396948	100.2310.310.100	Annl Subscrpt/Community/071423-071324		70623		07/06/2023	214187	4,200.00	100-2310-310-100
								\$4,200.00	Payee Vendor Total
ECRA Group Inc									
10761	100.2213.310.900	FY24 ECRISSE Annl Subscrpt/First Installment		7002	0	07/27/2023	214272	19,807.50	100-2213-310-900
								\$19,807.50	Payee Vendor Total
Ed-Red									
2023-086	100.2320.640.100	FY24 Annl Membership		7002		07/27/2023	214273	3,000.00	100-2320-640-100
								\$3,000.00	Payee Vendor Total
Embrace Education									
14138	111.2225.310.900	IL EmbraceIEP Custom Forms		7002		07/27/2023	214274	450.00	111-2225-310-900
5	111.2225.310.900	FY24/IL SFTP/Student Import		7002	0	07/27/2023	214274	500.00	111-2225-310-900

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
13545	111.2225.310.900	FY24/Acessory Component-Behavior Incident Rej		7002	0	07/27/2023	214274	1,102.50	111-2225-310-900
13545	111.2225.310.900	FY24/EmbraceIEP/Annl Renewal		7002	0	07/27/2023	214274	11,025.00	111-2225-310-900
13545	111.2225.310.900	FY24/IL Single Sign On Services		7002	0	07/27/2023	214274	500.00	111-2225-310-900
								\$13,577.50	Payee Vendor Total
EMS Ling Inc									
C115150	100.2520.310.100	Cust#C05520/Premier Check Prog Signature Cha		7002	0	07/27/2023	214275	65.00	100-2520-310-100
								\$65.00	Payee Vendor Total
Enabling Devices									
499554	115.1202.410.300	INNOVAT TECH/Finger Isolation Button		7001	9034	07/27/2023	214276	65.95	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Cushion grip switches medium		7001	9034	07/27/2023	214276	119.90	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Cushion grip switches small		7001	9034	07/27/2023	214276	115.90	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Finger Switch		7001	9034	07/27/2023	214276	85.95	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Pinch Switch		7001	9034	07/27/2023	214276	45.95	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Sensor Switch Kit		7001	9034	07/27/2023	214276	219.95	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Easy Flex Dual (2)		7001	9034	07/27/2023	214276	639.90	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Adjustable Angle Switch		7001	9034	07/27/2023	214276	119.95	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Super Bumpy Switch		7001	9034	07/27/2023	214276	59.95	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Saucer Switch		7001	9034	07/27/2023	214276	67.95	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Compact Capability Switches		7001	9034	07/27/2023	214276	77.95	115-1202-410-300
499554	115.1202.410.300	INNOVAT TECH/Custs#SED005/Shipping		7001	9034	07/27/2023	214276	156.00	115-1202-410-300
								\$1,775.30	Payee Vendor Total
eSpecial Needs LLC									
322813	100.1216.410.800	Net Swings		7001	9015	07/27/2023	214277	115.90	100-1216-410-800
322813	100.1216.700.800	Promo Discount		7001	9015	07/27/2023	214277	(240.79)	100-1216-700-800
322813	100.1216.700.800	Shipping		7001	9015	07/27/2023	214277	704.59	100-1216-700-800
322813	100.1216.700.800	Indoor Therapy Gym/Adapt Swings (1)		7001	9015	07/27/2023	214277	1,429.32	100-1216-700-800
322813	115.1216.700.800	MILLBURN SENSE/Indoor Therapy Gym/Adapt S		7001	9015	07/27/2023	214277	920.63	115-1216-700-800
								\$2,929.65	Payee Vendor Total
Everyday Speech LLC									
64508	100.2110.310.900	Annl Subscrpt/Social Worker/Discount		7001	9065	07/27/2023	214278	(21.00)	100-2110-310-900
64508	100.2110.310.900	Annl Subscrpt/Social Worker (1)		7001	9065	07/27/2023	214278	299.99	100-2110-310-900
64508	100.2152.310.900	Annl Subscrpt/Speech/Discount		7001	9065	07/27/2023	214278	(107.00)	100-2152-310-900
64508	100.2152.310.900	Annl Subscrpt/Speech (5)		7001	9065	07/27/2023	214278	1,499.95	100-2152-310-900
8	114.1216.310.920	Annl Subscrpt/LASSO2/Discount		7001	9065	07/27/2023	214278	(64.00)	114-1216-310-920
8	114.1216.310.920	Annl Subscrpt/LASSO2 (3)		7001	9065	07/27/2023	214278	899.97	114-1216-310-920

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$2,507.91	Payee Vendor Total
Express Employment Profes									
29279235	109.1600.319.825	Acct#26350626/LASSO3 Parapro/Johnson/Wk 07		71423		07/14/2023	214205	466.14	109-1600-319-825
29319606	109.1600.319.825	Acct#26350626/LASSO3 Parapro/Johnson/Wk 07		71423		07/14/2023	214205	219.36	109-1600-319-825
								\$685.50	Payee Vendor Total
Fidelity Security Life In									
165842049100.480.056.301		Group#1001403/EyeMed Premium/JUL23		70623		07/06/2023	214188	240.23	100-493-056-301
								\$240.23	Payee Vendor Total
Follett School Solutions									
1508103	100.2212.310.900	Cust#1255560/Hosted Svc Renewal/JUL23-JUN2		70623		07/06/2023	214189	845.43	100-2212-310-900
								\$845.43	Payee Vendor Total
Franczek PC									
223873	200.2540.520.100	Client #04121/Property Purch/Dist #76		7002	0	07/27/2023	214279	1,155.00	200-2540-520-100
								\$1,155.00	Payee Vendor Total
Frontline Technologies Gr									
187072	111.2225.310.900	Acct#13285/Frontline Implementation		70623		07/06/2023	214190	2,200.00	111-2225-310-900
174874	111.2225.310.900	Acct#13285/Absence & Substitute Mgmt/JUL23-JI		7002		07/27/2023	214280	16,309.00	111-2225-310-900
187071	111.2225.310.900	Acct#13285/Analytics Solution/JUL23-JUN24		7002	0	07/27/2023	214280	19,305.00	111-2225-310-900
								\$37,814.00	Payee Vendor Total
Fun and Function									
669222	115.1216.700.800	MILLBURN SENSE/Climb-Able wall		70623	9016	07/06/2023	214191	1,279.00	115-1216-700-800
669222	115.1216.700.800	MILLBURN SENSE/Cust#S13073/Shipping & Har		70623	9016	07/06/2023	214191	312.00	115-1216-700-800
669222	115.1216.700.800	MILLBURN SENSE/Rewards Points Used		70623	9016	07/06/2023	214191	(24.96)	115-1216-700-800
								\$1,566.04	Payee Vendor Total
Gages Lake Auto Repair In									
65314	400.2559.323.999	Vehicle Repairs/Trans Bus 10-01		7002	0	07/27/2023	214281	689.67	400-2559-323-999
								\$689.67	Payee Vendor Total
Got Special Kids									
19057	115.1216.700.800	MILLBURN SENSE/Roller Slide (1)		7001	9017	07/27/2023	214282	1,371.25	115-1216-700-800
19057	115.1216.700.800	MILLBURN SENSE/Cust#15481/Shipping		7001	9017	07/27/2023	214282	99.95	115-1216-700-800
								\$1,471.20	Payee Vendor Total
Grainger									
976194844200.2540.412.600		Acct#801779216/Misc Bldg Suppl/CLA		7002		07/27/2023	214283	347.22	200-2540-412-600
65367200.2540.412.600		Acct#801779216/Misc Bldg Suppl/CLA		7002		07/27/2023	214283	207.17	200-2540-412-600

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
976598987200.2540.700.600		Acct#801779216/Misc Bldg Suppl/CLA (1)		7002	0	07/27/2023	214283	1,691.14	200-2540-700-600
976461375200.2540.700.600		Acct#801779216/Misc Bldg Suppl/CLA (1)		7002	0	07/27/2023	214283	1,073.60	200-2540-700-600
								\$3,319.13	Payee Vendor Total
GROOT Inc									
10884121	200.2540.321.500	Acct#3096209386/Trash Svc/GLS/JUL23		70623		07/06/2023	214192	408.74	200-2540-321-500
								\$408.74	Payee Vendor Total
HAGEDORN, TERESA									
061123-07	109.1600.410.825	Suppl Reimb/Reinforcements		7005	0	07/27/2023	22552	43.95	109-1600-410-825
								\$43.95	Payee Vendor Total
HANEY, SAMANTHA									
042023-06	100.2410.332.816	Sector Supervisor Travel Reimb		7003	0	07/27/2023	22553	217.60	100-2410-332-816
060823-06	100.2410.410.816	Suppl Reimb/Boot Camp		7005	0	07/27/2023	22553	193.95	100-2410-410-816
041123-05	200.2540.341.816	Cell Phone Reimb		7005	0	07/27/2023	22553	46.99	200-2540-341-816
051123-06	200.2540.341.816	Cell Phone Reimb		7005	0	07/27/2023	22553	46.99	200-2540-341-816
								\$505.53	Payee Vendor Total
Happ Builders									
23475	200.2540.530.600	Job#22825002/Cyd Lash Academy/Pay App #1		7002	0	07/27/2023	214284	42,345.00	200-2540-530-600
								\$42,345.00	Payee Vendor Total
Hodges Loizzi Eisenhammer									
59022	100.2310.318.825	Legal Services/MAY23		7002		07/27/2023	214285	9,995.16	100-2310-318-825
								\$9,995.16	Payee Vendor Total
HOLSTON, SHARON									
062023-06	109.1600.410.825	Suppl Reimb/Reinforcements		7005	0	07/27/2023	22554	31.80	109-1600-410-825
								\$31.80	Payee Vendor Total
IASA/IL Assoc of School A									
ANNL MME100.2320.640.100		FY24 Annl Mmbrshp/AASA/V Donnan		70623	0	07/06/2023	214193	470.00	100-2320-640-100
ANNL MME100.2320.640.100		FY24 Annl Mmbrshp/IASA/V Donnan		70623	0	07/06/2023	214193	1,664.00	100-2320-640-100
								\$2,134.00	Payee Vendor Total
IASB - IL Assoc of School									
377763	100.2320.310.100	Cust#1501449/FY24 Subscript Rnwl/PRESS		70623	0	07/06/2023	214194	1,495.00	100-2320-310-100
								\$1,495.00	Payee Vendor Total
IASPA									
2450	100.2320.640.100	Annl Mmbrshp/L Wojcik		7002	0	07/27/2023	214286	200.00	100-2320-640-100
	100.2320.350.100	IASPA Job Posting Fee		7002	0	07/27/2023	214287	50.00	100-2320-350-100

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$250.00	Payee Vendor Total
IL Office of the State Fi									
9681425	200.2540.324.550	Boiler Certificate Fee/B0113881/SCMP/071123		7002		07/27/2023	214288	70.00	200-2540-324-550
9681425	200.2540.324.550	Watertube Inspect Fee/B0113881/SCMP/071123		7002	0	07/27/2023	214288	30.00	200-2540-324-550
								\$100.00	Payee Vendor Total
IL Principals Association									
TRNG PRC100.2213.312.900		Principal Coaching Program/M Dwyer		7002		07/27/2023	214289	1,749.00	100-2213-312-900
426142	100.2213.312.900	ID#4513325/School Leader Network/M Dwyer		71423	9093	07/14/2023	214206	400.00	100-2213-312-900
426204	100.2213.312.900	ID#4490223/School Leader Network/A Schmitt		71423	9093	07/14/2023	214206	400.00	100-2213-312-900
426204	100.2410.640.900	ID#4490223/IPA Admin Dues/A Schmitt		71423	9093	07/14/2023	214206	300.00	100-2410-640-900
								\$2,849.00	Payee Vendor Total
Intelli-Building Controls									
3874	200.2540.530.600	Job#1443/Cyd Lash Academy/Pay App #1		7002	0	07/27/2023	214290	13,500.00	200-2540-530-600
								\$13,500.00	Payee Vendor Total
Jessica Goschy									
1	100.2213.312.900	LASSO Bootcamp Training/071923		7002		07/27/2023	214291	225.00	100-2213-312-900
1	100.2213.312.900	LASSO Bootcamp Training/072623		7002		07/27/2023	214291	225.00	100-2213-312-900
								\$450.00	Payee Vendor Total
JONES, TIMOTHY									
062623-07(109.1600.410.825		Suppl Reimb/Reinforcements		7005	0	07/27/2023	22555	71.06	109-1600-410-825
								\$71.06	Payee Vendor Total
Kodable									
10376	100.1212.310.500	Annl Subscrpt/Kodable Premium		7001	9072	07/27/2023	214292	1,750.00	100-1212-310-500
								\$1,750.00	Payee Vendor Total
KRUCKMAN, SUSAN									
060623-06(100.2134.332.900		Nursing Coord Travel Reimb		7003		07/27/2023	22556	28.56	100-2134-332-900
								\$28.56	Payee Vendor Total
KUFFELL, GRACE									
CONF REIM00.2213.312.900		Conf Reimb/School Nurse Emergency/062023-06:		7005	0	07/27/2023	22557	150.00	100-2213-312-900
								\$150.00	Payee Vendor Total
KUPERMAN, REBECCA									
022123-04(100.1208.332.800		ELS Parapro Travel Reimb		7003		07/27/2023	22558	7.21	100-1208-332-800
								\$7.21	Payee Vendor Total

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
56137	400.2559.323.999	Vehicle Repair/Yellow School Bus		7002		07/27/2023	214293	162.00	400-2559-323-999
								\$162.00	Payee Vendor Total
Learning A-Z									
6872280	100.1200.310.900	RAZ-ELL Edition/ELL (3)		7001	9103	07/27/2023	214294	210.00	100-1200-310-900
6872280	100.1200.310.900	RAZ Plus-District/ELL (3)		7001	9103	07/27/2023	214294	924.87	100-1200-310-900
6872280	100.1202.310.300	SAZ Science/ELP (17)		7001	9103	07/27/2023	214294	2,860.00	100-1202-310-300
6872280	100.1202.310.300	RAZ Plus-District/ELP (17)		7001	9103	07/27/2023	214294	5,240.95	100-1202-310-300
6872280	100.1207.310.200	RAZ Plus-District/JPC (5)		7001	9103	07/27/2023	214294	1,541.46	100-1207-310-200
6872280	100.1207.310.200	SAZ Science/JPC (5)		7001	9103	07/27/2023	214294	841.18	100-1207-310-200
6872280	100.1208.310.800	RAZ Plus-District/ELS (5)		7001	9103	07/27/2023	214294	1,541.46	100-1208-310-800
6872280	100.1208.310.800	SAZ Science/ELS (5)		7001	9103	07/27/2023	214294	841.18	100-1208-310-800
6872280	100.1210.310.500	SAZ Science/SAB (3)		7001	9103	07/27/2023	214294	504.70	100-1210-310-500
6872280	100.1210.310.500	RAZ Plus-District/SAB (3)		7001	9103	07/27/2023	214294	924.87	100-1210-310-500
6872280	100.1211.310.800	SAZ Science/TAB (3)		7001	9103	07/27/2023	214294	504.70	100-1211-310-800
6872280	100.1211.310.800	RAZ Plus-District/TAB (3)		7001	9103	07/27/2023	214294	924.87	100-1211-310-800
6872280	100.1212.310.500	SAZ Science/GLS (5)		7001	9103	07/27/2023	214294	841.18	100-1212-310-500
6872280	100.1212.310.500	RAZ Plus-District/GLS (5)		7001	9103	07/27/2023	214294	1,541.46	100-1212-310-500
6872280	100.1216.310.800	RAZ Plus-District/LASSO2 (12)		7001	9103	07/27/2023	214294	3,699.50	100-1216-310-800
6872280	100.1216.310.800	SAZ Science/LASSO2 (12)		7001	9103	07/27/2023	214294	2,018.82	100-1216-310-800
								\$24,961.20	Payee Vendor Total
Lives in the Balance									
040423	100.2213.312.900	Speaker/Proficiency Training/Taste of CPS		7002		07/27/2023	214295	3,600.00	100-2213-312-900
								\$3,600.00	Payee Vendor Total
M.E. Bock Inc									
15157	200.2540.323.300	Wk Tckt#49053/Damaged Contactor/LRM		7002		07/27/2023	214296	1,619.00	200-2540-323-300
								\$1,619.00	Payee Vendor Total
MacGill School Nurse Supp									
840340	100.2134.410.900	Adult ambu bag		7001	9086	07/27/2023	214297	24.00	100-2134-410-900
840340	100.2134.410.900	Child ambu bag		7001	9086	07/27/2023	214297	26.95	100-2134-410-900
840340	100.2134.410.900	Prestan manikin lung/faceshields 50/pkg		7001	9086	07/27/2023	214297	91.50	100-2134-410-900
840340	100.2134.410.900	Diagnostix Sphyg with adult size cuff		7001	9086	07/27/2023	214297	192.16	100-2134-410-900
840340	100.2134.410.900	Connectors for BP cuffs		7001	9086	07/27/2023	214297	1.90	100-2134-410-900
840340	100.2134.410.900	Large adult BP cuffs		7001	9086	07/27/2023	214297	74.98	100-2134-410-900
40	100.2134.410.900	Economy CPR Face shield in royal blue pouch		7001	9086	07/27/2023	214297	147.00	100-2134-410-900
40	100.2134.410.900	Contec 08A Blood Pressure Monitor		7001	9086	07/27/2023	214297	59.95	100-2134-410-900

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
840340	100.2134.410.900	Contec 08A child BP cuff		7001	9086	07/27/2023	214297	8.99	100-2134-410-900
840340	100.2134.410.900	Contec 08A Adapter cord		7001	9086	07/27/2023	214297	16.50	100-2134-410-900
840340	100.2134.410.900	Contec 08A Large adult BP cuff		7001	9086	07/27/2023	214297	8.99	100-2134-410-900
840340	100.2134.410.900	Sleeves for 4X7 hot/cold packs 100/case		7001	9086	07/27/2023	214297	112.00	100-2134-410-900
840340	100.2134.410.900	Fingertip pulse oximeters		7001	9086	07/27/2023	214297	299.50	100-2134-410-900
								\$1,064.42	Payee Vendor Total
MARBLESOFT - KEYGUARD AT									
33972	115.1202.410.300	INNOVAT TECH/APPLE MAGIC KEYBOARD KE\		7001	9036	07/27/2023	214298	89.90	115-1202-410-300
33972	115.1202.410.300	INNOVAT TECH/Shipping		7001	9036	07/27/2023	214298	6.44	115-1202-410-300
								\$96.34	Payee Vendor Total
Marling Management									
AUG23	200.2540.326.830	Monthly Lease Pmt/31 Seymour/Suites A&B		7002		07/27/2023	214299	3,045.00	200-2540-326-830
								\$3,045.00	Payee Vendor Total
MAUER, JULIE									
061223S	109.1600.410.825	Suppl Reimb/Reinforcements		7005	0	07/27/2023	22559	50.00	109-1600-410-825
								\$50.00	Payee Vendor Total
Maxim Healthcare Services									
E10067480109.1600.319.825		Acct#ERM106880366/School RN/Sagel/061223-0		71423	0	07/14/2023	214207	4,250.00	109-1600-319-825
E10067480109.1600.319.825		Acct#ERM106880366/School RN/Estrada/061223		71423	0	07/14/2023	214207	4,511.80	109-1600-319-825
								\$8,761.80	Payee Vendor Total
Menards									
85471	200.2540.412.200	Acct#30850254/Misc Bldg Suppl/JPC		7002		07/27/2023	214300	34.98	200-2540-412-200
85539	200.2540.412.200	Acct#30850254/Misc Bldg Suppl/JPC		7002		07/27/2023	214300	31.97	200-2540-412-200
85648	200.2540.412.200	Acct#30850254/Misc Bldg Suppl/JPC		7002		07/27/2023	214300	22.48	200-2540-412-200
85948	200.2540.412.200	Acct#30850254/Misc Bldg Suppl/JPC		7002		07/27/2023	214300	7.58	200-2540-412-200
85957	200.2540.412.200	Acct#30850254/Misc Bldg Suppl/JPC		7002		07/27/2023	214300	(3.79)	200-2540-412-200
85480	200.2540.412.200	Acct#30850254/Misc Bldg Suppl/JPC		7002	0	07/27/2023	214300	44.99	200-2540-412-200
85566	200.2540.412.200	Acct#30850254/Misc Bldg Suppl/JPC		7002	0	07/27/2023	214300	33.98	200-2540-412-200
								\$172.19	Payee Vendor Total
MobyMax Education LLC									
062323	100.1207.310.200	FY24 Complete K-8 License/DHH/Discount		7002	0	07/27/2023	214301	(224.89)	100-1207-310-200
062323	100.1207.310.200	FY24 Complete K-8 License/DHH (40)		7002	0	07/27/2023	214301	4,497.78	100-1207-310-200
062323	100.1211.310.800	FY24 Complete K-8 License/TAB/Discount		7002	0	07/27/2023	214301	(95.58)	100-1211-310-800
23	100.1211.310.800	FY24 Complete K-8 License/TAB (17)		7002	0	07/27/2023	214301	1,911.56	100-1211-310-800

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
062323	100.1212.310.500	FY24 Complete K-8 License/GLS (40)		7002	0	07/27/2023	214301	4,497.78	100-1212-310-500
062323	100.1212.310.500	FY24 Complete K-8 License/GLS/Discount		7002	0	07/27/2023	214301	(224.89)	100-1212-310-500
062323	100.1212.310.550	FY24 Complete K-8 License/SCMP (21)		7002	0	07/27/2023	214301	2,361.33	100-1212-310-550
062323	100.1212.310.550	FY24 Complete K-8 License/SCMP/Discount		7002	0	07/27/2023	214301	(118.07)	100-1212-310-550
062323	100.1216.310.800	FY24 Complete K-8 License/LASSO1 (17)		7002	0	07/27/2023	214301	1,911.56	100-1216-310-800
062323	100.1216.310.800	FY24 Complete K-8 License/LASSO1/Discount		7002	0	07/27/2023	214301	(95.58)	100-1216-310-800
								\$14,421.00	Payee Vendor Total
MORTENSEN, SHAYNA									
062723S	109.1600.410.825	Suppl Reimb/Reinforcements		7005		07/27/2023	22560	26.25	109-1600-410-825
								\$26.25	Payee Vendor Total
MUELLER, DENISE									
061923-07	109.1600.410.825	Suppl Reimb/Reinforcements		7005		07/27/2023	22561	23.62	109-1600-410-825
								\$23.62	Payee Vendor Total
MURPHY, JILL A.									
071523	100.1216.111.800	Premium Refund/Long Term Disability		7005	0	07/27/2023	22562	16.04	100-1216-111-800
071523	100.1216.111.800	Premium Refund/Short Term Disability		7005	0	07/27/2023	22562	27.20	100-1216-111-800
								\$43.24	Payee Vendor Total
Mystery Science									
220967	100.1207.310.200	FY24 District Membership Discount/JPC (40)		7001	9067	07/27/2023	214302	(231.20)	100-1207-310-200
220967	100.1207.310.200	FY24 District Membership/JPC (40)		7001	9067	07/27/2023	214302	418.64	100-1207-310-200
220967	100.1211.310.800	FY24 District Membership/TAB (17)		7001	9067	07/27/2023	214302	177.92	100-1211-310-800
220967	100.1211.310.800	FY24 District Membership Discount/TAB (17)		7001	9067	07/27/2023	214302	(98.26)	100-1211-310-800
220967	100.1212.310.500	FY24 District Membership/GLS (40)		7001	9067	07/27/2023	214302	418.64	100-1212-310-500
220967	100.1212.310.500	FY24 District Membership Discount/GLS (40)		7001	9067	07/27/2023	214302	(231.20)	100-1212-310-500
220967	100.1216.310.800	FY24 District Membership Discount/LASSO1 (94)		7001	9067	07/27/2023	214302	(543.34)	100-1216-310-800
220967	100.1216.310.800	FY24 District Membership/LASSO1 (94)		7001	9067	07/27/2023	214302	983.80	100-1216-310-800
								\$895.00	Payee Vendor Total
Navigate360									
4353	100.2213.312.900	Implement Fee		7002		07/27/2023	214303	183.30	100-2213-312-900
4353	100.2213.312.900	CSTAG Level 2 Virtual Training		7002		07/27/2023	214303	9,000.00	100-2213-312-900
4353	100.2213.312.900	CSTAG Manuals		7002		07/27/2023	214303	500.00	100-2213-312-900
4353	100.2213.312.900	Subscript/CSTAG Level 1 Train eLearning/JUN23-		7002		07/27/2023	214303	305.50	100-2213-312-900
4353	100.2213.312.900	Subscript/CSTAG Law Enforce eLearning/JUN23-I		7002	0	07/27/2023	214303	1,344.20	100-2213-312-900
	100.2213.312.900	Shipping		7002	0	07/27/2023	214303	50.00	100-2213-312-900
	100.2213.312.900	Suicide Aware & Prevent eLearning/JUN23-MAY2		7002	0	07/27/2023	214303	305.50	100-2213-312-900

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$11,688.50	Payee Vendor Total
NCS Pearson Inc									
22147519	100.2152.410.900	GFTA-3 Record Forms Qty 25 (Print)		7001	9096	07/27/2023	214304	108.00	100-2152-410-900
22147519	100.2152.410.900	Bracken-3 Receptive Record Forms Qty 25 (Print)		7001	9096	07/27/2023	214304	170.00	100-2152-410-900
22147519	100.2152.410.900	EVT-3 Form A Record Forms Qty 25 (Print)		7001	9096	07/27/2023	214304	114.40	100-2152-410-900
22147519	100.2152.410.900	CASL-2 Record Form Comprehensive Ages 3-21		7001	9096	07/27/2023	214304	146.00	100-2152-410-900
22147519	100.2152.410.900	CELF-5 Record Forms Ages 5-8 Qty 25 (Print)		7001	9096	07/27/2023	214304	199.50	100-2152-410-900
22147519	100.2152.410.900	CELF-5 Record Forms Ages 9-21 Qty 25 (Print)		7001	9096	07/27/2023	214304	199.50	100-2152-410-900
22147519	100.2152.410.900	Cust#3889101/Shipping		7001	9096	07/27/2023	214304	46.87	100-2152-410-900
								\$984.27	Payee Vendor Total
Net 56									
15490	112.2225.332.900	Mileage/J Moses/JUN23		7002	0	07/27/2023	214305	57.76	112-2225-332-900
15490	112.2225.332.900	Mileage/E Hegberg/JUN23		7002	0	07/27/2023	214305	127.76	112-2225-332-900
								\$185.52	Payee Vendor Total
NWEA									
97217	100.1200.310.900	MAP Growth/Extra (12)		7001	9106	07/27/2023	214306	168.00	100-1200-310-900
97217	100.1207.310.200	MAP Growth/DHH (44)		7001	9106	07/27/2023	214306	616.00	100-1207-310-200
97217	100.1211.310.800	MAP Growth/TAB (22)		7001	9106	07/27/2023	214306	308.00	100-1211-310-800
97217	100.1212.310.500	MAP Growth/GLS (36)		7001	9106	07/27/2023	214306	504.00	100-1212-310-500
97217	100.1212.310.600	MAP Growth/CLA (23)		7001	9106	07/27/2023	214306	322.00	100-1212-310-600
97217	100.1212.310.650	MAP Growth/CLA JRHI (69)		7001	9106	07/27/2023	214306	966.00	100-1212-310-650
97217	100.1216.310.800	MAP Growth/LASSO1 (16)		7001	9106	07/27/2023	214306	224.00	100-1216-310-800
								\$3,108.00	Payee Vendor Total
Oaktree Products Inc									
1757970	100.2153.410.900	Wavecide		7001	9052	07/27/2023	214307	93.60	100-2153-410-900
1757970	100.2153.410.900	Universaal Probe Tubes		7001	9052	07/27/2023	214307	28.80	100-2153-410-900
1757970	100.2153.410.900	Probe tip and gasket for Titan		7001	9052	07/27/2023	214307	158.40	100-2153-410-900
1757970	100.2153.410.900	E-A-R Link 3B (beige) eartips		7001	9052	07/27/2023	214307	396.00	100-2153-410-900
1757970	100.2153.410.900	201 paper for Grason Stadler Auto tympanometer		7001	9052	07/27/2023	214307	99.00	100-2153-410-900
1757970	100.2153.410.900	016 paper for OAE's		7001	9052	07/27/2023	214307	54.00	100-2153-410-900
1757970	100.2153.410.900	Doc Pro Molds M left ear		7001	9052	07/27/2023	214307	30.96	100-2153-410-900
1757970	100.2153.410.900	Welch Allyn Otoscope		7001	9052	07/27/2023	214307	437.49	100-2153-410-900
1757970	100.2153.410.900	GSI Corti Paper-Sanibel MPT-II Printer		7001	9052	07/27/2023	214307	49.50	100-2153-410-900
970	100.2153.410.900	Doc Pro Molds XS left ear		7001	9052	07/27/2023	214307	30.96	100-2153-410-900
970	100.2153.410.900	Doc Pro Molds MS right ear		7001	9052	07/27/2023	214307	30.96	100-2153-410-900

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
1757970	100.2153.410.900	Doc Pro Molds MS left ear		7001	9052	07/27/2023	214307	30.96	100-2153-410-900
1757970	100.2153.410.900	Doc Pro Molds S right ear		7001	9052	07/27/2023	214307	30.96	100-2153-410-900
1757970	100.2153.410.900	Doc Pro Molds S left ear		7001	9052	07/27/2023	214307	30.96	100-2153-410-900
1757970	100.2153.410.900	Doc Pro Molds M right ear		7001	9052	07/27/2023	214307	30.96	100-2153-410-900
1757970	100.2153.410.900	Sani Cloth AF3		7001	9052	07/27/2023	214307	26.46	100-2153-410-900
1757970	100.2153.410.900	Binaural Hearing Aid Retention Clip		7001	9052	07/27/2023	214307	5.13	100-2153-410-900
1757970	100.2153.410.900	Monaural Hearing Aid Retention Clip		7001	9052	07/27/2023	214307	3.06	100-2153-410-900
1757970	100.2153.410.900	Red Monaural Otoplastics		7001	9052	07/27/2023	214307	19.74	100-2153-410-900
1757970	100.2153.410.900	Binaural Otoplastics		7001	9052	07/27/2023	214307	33.78	100-2153-410-900
1757970	100.2153.410.900	Doc Pro Molds XS right ear		7001	9052	07/27/2023	214307	30.96	100-2153-410-900
1757970	100.2153.410.900	Cust#13439/Shipping and Handling		7001	9052	07/27/2023	214307	41.92	100-2153-410-900
								\$1,694.56	Payee Vendor Total
Omega Labs Inc. DBA Boom									
ANLN SUB100.2225.310.900		Subscrpt/Annl Charge for Data Reporting		7001	9053	07/27/2023	214308	5,240.00	100-2225-310-900
ANLN SUB100.2225.310.900		Subscription Discount		7001	9053	07/27/2023	214308	(262.00)	100-2225-310-900
								\$4,978.00	Payee Vendor Total
PEARSON-CLINICAL ASSESSME									
22124291	100.2137.410.900	Sensory Profile 2 Q-global Administration/Report		7001	9081	07/27/2023	214309	440.00	100-2137-410-900
22124233	100.2137.410.900	PEDI-CAT Online Assessment		7001	9089	07/27/2023	214309	105.00	100-2137-410-900
22124193	100.2140.410.900	WISC-V Q-global Score Report (Digital)		7001	9080	07/27/2023	214309	220.00	100-2140-410-900
22124193	100.2140.410.900	KTEA-3 Q-global Score Report (Digital)		7001	9080	07/27/2023	214309	240.00	100-2140-410-900
22124193	100.2140.410.900	KTEA-3 Brief Q-global Score Report (Digital)		7001	9080	07/27/2023	214309	75.00	100-2140-410-900
22124231	100.2152.410.900	PPVT-5 Q-global Administration/Report (Digital)		7001	9082	07/27/2023	214309	360.00	100-2152-410-900
22124193	100.2140.410.900	Vineland-3 Q-global Comp Level Admin (300)		7001	9080	07/27/2023	214309	1,200.00	100-2140-410-900
22124193	100.2140.410.900	BASC-3 Q-global Admin/Report (Digital) (300)		7001	9080	07/27/2023	214309	1,050.00	100-2140-410-900
								\$3,690.00	Payee Vendor Total
Perspectives									
106069	100.2310.231.900	Employee Assistance Svcs/JUL23		7002		07/27/2023	214310	1,046.25	100-2310-231-900
								\$1,046.25	Payee Vendor Total
Phonak									
513910922100.2153.323.800		Phonak Service Plan/#5120209547 (Sector)		7001	9060	07/27/2023	214311	6,235.00	100-2153-323-800
513910913100.2153.323.900		Phonak Service Plan/#5120209545		7001	9059	07/27/2023	214311	6,793.34	100-2153-323-900
513910998100.2153.323.900		Phonak Service Plan/#5120209911		7001	9062	07/27/2023	214311	6,235.00	100-2153-323-900
11016100.2153.323.900		Phonak Service Plan/#5120209909/5-7		7001	9062	07/27/2023	214311	2,880.00	100-2153-323-900

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$22,143.34	Payee Vendor Total
PLS 3rd Learning / SuperE									
1195	100.2320.310.100	FY24 SuperEval Platform Fee, Rubric & Eval (1)		7002	0	07/27/2023	214312	2,190.00	100-2320-310-100
1195	100.2320.310.100	FY24 SuperEval Central Office Admin Eval (11)		7002	0	07/27/2023	214312	2,750.00	100-2320-310-100
1195	100.2320.310.100	FY24 SuperEval Principal & Asst Principl Eval (15)		7002	0	07/27/2023	214312	3,750.00	100-2320-310-100
								\$8,690.00	Payee Vendor Total
PROBST, ANDRE									
052123S	100.1202.410.300	Suppl Reimb/Classroom Materials		7005		07/27/2023	22563	61.71	100-1202-410-300
062623-07	109.1600.410.825	Suppl Reimb/Classroom Materials		7005		07/27/2023	22563	50.00	109-1600-410-825
								\$111.71	Payee Vendor Total
Quadient Inc									
60299331	200.2540.325.100	Acct#30402957/On-Line USPS E-Service/080723		7002	0	07/27/2023	214313	166.98	200-2540-325-100
60299331	200.2540.325.100	Acct#30402957/Postage Meter Rental/080723-02		7002	0	07/27/2023	214313	244.98	200-2540-325-100
60299331	200.2540.325.100	Acct#30402957/Standard Maint/080723-020624		7002	0	07/27/2023	214313	750.75	200-2540-325-100
								\$1,162.71	Payee Vendor Total
Qubit Networks									
12914	166.2660.310.900	Warranty/Support		7001	8919	07/27/2023	214314	1,955.64	166-2660-310-900
12914	166.2660.310.900	Warranty Support		7001	8919	07/27/2023	214314	651.88	166-2660-310-900
12914	166.2660.310.900	Warranty/Support		7001	8919	07/27/2023	214314	3,911.28	166-2660-310-900
12914	166.2660.310.900	Warranty/Support		7001	8919	07/27/2023	214314	651.88	166-2660-310-900
12914	166.2660.310.900	Warranty/Support		7001	8919	07/27/2023	214314	4,563.16	166-2660-310-900
12914	166.2660.410.100	Power Cord		7001	8919	07/27/2023	214314	20.52	166-2660-410-100
12914	166.2660.410.100	EX3400 920W AC Power Supply		7001	8919	07/27/2023	214314	497.90	166-2660-410-100
12914	166.2660.410.100	3 meter cable		7001	8919	07/27/2023	214314	219.46	166-2660-410-100
12914	166.2660.410.200	JPC		7001	8919	07/27/2023	214314	126.54	166-2660-410-200
12914	166.2660.410.200	Power Cord		7001	8919	07/27/2023	214314	61.56	166-2660-410-200
12914	166.2660.410.200	EX3400 920W AC Power Supply (3)		7001	8919	07/27/2023	214314	1,493.70	166-2660-410-200
12914	166.2660.410.200	1 meter cable		7001	8919	07/27/2023	214314	318.93	166-2660-410-200
12914	166.2660.410.300	Power Cord		7001	8919	07/27/2023	214314	20.52	166-2660-410-300
12914	166.2660.410.300	Laremont		7001	8919	07/27/2023	214314	42.18	166-2660-410-300
12914	166.2660.410.300	Laremont		7001	8919	07/27/2023	214314	106.31	166-2660-410-300
12914	166.2660.410.300	EX3400 920W AC Power Supply		7001	8919	07/27/2023	214314	497.90	166-2660-410-300
12914	166.2660.410.500	GLS		7001	8919	07/27/2023	214314	295.26	166-2660-410-500
4	166.2660.410.500	Power Cord		7001	8919	07/27/2023	214314	143.64	166-2660-410-500
4	166.2660.410.500	EX3400 920W AC Power Supply (7)		7001	8919	07/27/2023	214314	3,485.30	166-2660-410-500

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
12914	166.2660.410.500	1 meter cable (6)		7001	8919	07/27/2023	214314	637.86	166-2660-410-500
12914	166.2660.410.600	Power Cord		7001	8919	07/27/2023	214314	123.12	166-2660-410-600
12914	166.2660.410.600	EX3400 920W AC Power Supply (6)		7001	8919	07/27/2023	214314	2,987.40	166-2660-410-600
12914	166.2660.410.600	1 meter cable: (5)		7001	8919	07/27/2023	214314	531.55	166-2660-410-600
12914	166.2660.410.600	CLA		7001	8919	07/27/2023	214314	253.08	166-2660-410-600
12914	166.2660.540.100	Switch (1)		7001	8919	07/27/2023	214314	3,063.30	166-2660-540-100
12914	166.2660.540.200	Switch (3)		7001	8919	07/27/2023	214314	9,189.90	166-2660-540-200
12914	166.2660.540.300	Switch (1)		7001	8919	07/27/2023	214314	3,063.30	166-2660-540-300
12914	166.2660.540.500	Switch (7)		7001	8919	07/27/2023	214314	21,443.10	166-2660-540-500
12914	166.2660.540.600	Switch (6)		7001	8919	07/27/2023	214314	18,379.80	166-2660-540-600
								\$78,735.97	Payee Vendor Total
RAVEN, SHARI D.									
052623-07	109.1600.410.825	Suppl Reimb/Classroom Materials		7005		07/27/2023	22564	40.08	109-1600-410-825
								\$40.08	Payee Vendor Total
REEK, KERRY									
061223S	109.1600.410.825	Suppl Reimb/Classroom Materials		7005		07/27/2023	22565	27.50	109-1600-410-825
								\$27.50	Payee Vendor Total
RICOH USA Inc									
506759852200	2540.413.100	Cust#3074523/Cont#3687474/Images/ADM/JUN2		70623	0	07/06/2023	214195	161.05	200-2540-413-100
								\$161.05	Payee Vendor Total
RICOH USA Inc									
107380635200	2540.325.100	Acct#10332011034709USC/Rent/ADM/JUN23		70623	0	07/06/2023	214196	995.22	200-2540-325-100
107380635200	2540.325.150	Acct#10332011034709USC/Rent/ECAT/JUN23		70623	0	07/06/2023	214196	248.80	200-2540-325-150
107380635200	2540.325.200	Acct#10332011034709USC/Rent/JPC/JUN23		70623	0	07/06/2023	214196	248.80	200-2540-325-200
107380635200	2540.325.300	Acct#10332011034709USC/Rent/LRM/JUN23		70623	0	07/06/2023	214196	746.41	200-2540-325-300
107380635200	2540.325.500	Acct#10332011034709USC/Rent/GLS/JUN23		70623	0	07/06/2023	214196	746.41	200-2540-325-500
107380635200	2540.325.600	Acct#10332011034709USC/Rent/CLA/JUN23		70623	0	07/06/2023	214196	497.62	200-2540-325-600
107380635200	2540.325.830	Acct#10332011034709USC/Rent/TRANS/JUN23		70623	0	07/06/2023	214196	1,244.02	200-2540-325-830
107380635200	2540.413.100	Acct#10332011034709USC/Images/ADM/MAY23		70623	0	07/06/2023	214196	887.23	200-2540-413-100
107380635200	2540.413.150	Acct#10332011034709USC/Images/ECAT/MAY23		70623	0	07/06/2023	214196	161.62	200-2540-413-150
107380635200	2540.413.200	Acct#10332011034709USC/Images/JPC/MAY23		70623	0	07/06/2023	214196	299.10	200-2540-413-200
107380635200	2540.413.300	Acct#10332011034709USC/Images/LRM/MAY23		70623	0	07/06/2023	214196	1,575.74	200-2540-413-300
107380635200	2540.413.500	Acct#10332011034709USC/Images/GLS/MAY23		70623	0	07/06/2023	214196	526.71	200-2540-413-500
80635200	2540.413.550	Acct#10332011034709USC/Images/SCMP/MAY23		70623	0	07/06/2023	214196	58.96	200-2540-413-550
80635200	2540.413.600	Acct#10332011034709USC/Images/CLA/MAY23		70623	0	07/06/2023	214196	752.04	200-2540-413-600

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
107380635200.2540.413.830		Acct#10332011034709USC/Images/TRANS/MAY:		70623	0	07/06/2023	214196	270.63	200-2540-413-830
								\$9,259.31	Payee Vendor Total
Riverside Insights									
172416	100.2140.700.900	BDI-3 Developmental Complete Kit (1)		7001	9079	07/27/2023	214315	1,113.00	100-2140-700-900
172416	100.2140.700.900	Shipping		7001	9079	07/27/2023	214315	111.30	100-2140-700-900
								\$1,224.30	Payee Vendor Total
Sams Club MC/SYNCB									
Acct 9621	100.1212.410.600	Acct#5560531100959621/Statement Credit		70623	0	07/06/2023	214197	(3.66)	100-1212-410-600
Acct 9621	100.1212.410.600	Late Fee		70623	0	07/06/2023	214197	39.99	100-1212-410-600
Acct 9621	100.1212.410.600	Interest Fee		70623	0	07/06/2023	214197	9.71	100-1212-410-600
								\$46.04	Payee Vendor Total
Scholastic Inc Book Clubs									
8505551	100.2310.410.100	STAR/Tax & Shipping/APR23&MAY23		7002	0	07/27/2023	214316	1.56	100-2310-410-100
8505551	100.2310.410.100	STAR/Nat Geo - Weather/MAY23		7002	0	07/27/2023	214316	4.00	100-2310-410-100
8505551	100.2310.410.100	STAR/Only One You/MAY23		7002	0	07/27/2023	214316	5.00	100-2310-410-100
8505551	100.2310.410.100	STAR/How to Catch A Dinosaur/MAY23		7002	0	07/27/2023	214316	5.00	100-2310-410-100
8505551	100.2310.410.100	STAR/What Was the Titanic/APR23		7002	0	07/27/2023	214316	5.00	100-2310-410-100
8505551	100.2310.410.100	STAR/I Survived Avalanche/APR23		7002	0	07/27/2023	214316	6.00	100-2310-410-100
								\$26.56	Payee Vendor Total
School Health Corporation									
4217840-02115.1202.410.300		INNOVAT TECH LAB/AbleNet Buddy Button		7001	9032	07/27/2023	214317	300.00	115-1202-410-300
4217840-02115.1202.410.300		INNOVAT TECH LAB/Ablet Net Microlight		7001	9032	07/27/2023	214317	380.00	115-1202-410-300
4217840-01115.1202.410.300		INNOVAT TECH LAB/Enabling Devices Pinch		7001	9032	07/27/2023	214317	145.98	115-1202-410-300
4217840	115.1202.410.300	INNOVAT TECH LAB/Cust#5427/AbleNet Big Rec		7001	9032	07/27/2023	214317	300.00	115-1202-410-300
4217840	115.1202.410.300	INNOVAT TECH LAB/AbleNet Jelly Bean Twist		7001	9032	07/27/2023	214317	300.00	115-1202-410-300
4217840	115.1202.410.300	INNOVAT TECH LAB/Adaptive Small Pal Pad Yell		7001	9032	07/27/2023	214317	113.98	115-1202-410-300
4195951	115.1202.540.300	INN VAT TECH/55" Visilift+ w/ OPS PC & Software		7001	8965	07/27/2023	214317	8,011.51	115-1202-540-300
								\$9,551.47	Payee Vendor Total
Schuring & Schuring Inc									
JUN23	100.2560.310.300	Acct#23583/LRM Milk		7002		07/27/2023	214318	577.30	100-2560-310-300
JUN23	100.2560.310.400	Acct#19740/FHN Milk		7002		07/27/2023	214318	296.24	100-2560-310-400
JUN23	100.2560.310.500	Acct#23582/GLS Milk		7002	0	07/27/2023	214318	446.52	100-2560-310-500
								\$1,320.06	Payee Vendor Total

Swick Claims Management

Specialized Data Systems, Inc.

D:\SEDOL\SDSv8\finance\Swf_AP07.RPT

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
4822871	100.2310.311.900	Cust#643/Unemployment Insurance/082823-1127		7002		07/27/2023	214319	510.19	100-2310-311-900
								\$510.19	Payee Vendor Total
SLYE, REBECCA J.									
061923S	109.1600.410.825	Suppl Reimb/Classroom Materials		7005		07/27/2023	22566	50.00	109-1600-410-825
								\$50.00	Payee Vendor Total
SMITH, ROBIN									
070923-07109.	1600.410.825	Suppl Reimb/Classroom Materials		7005		07/27/2023	22567	28.15	109-1600-410-825
								\$28.15	Payee Vendor Total
Social Thinking									
276589	100.1213.410.400	We Thinkers! All-In-One Bundle		70623	8883	07/06/2023	214198	274.99	100-1213-410-400
276589	100.1213.410.400	Cust#230219/Shipping		70623	8883	07/06/2023	214198	19.66	100-1213-410-400
								\$294.65	Payee Vendor Total
STAR Autism Support									
28140	100.1213.310.413	AnnI Subscprt/STAR Online Scndry-Links/LASSO:		7001	9073	07/27/2023	214320	2,789.01	100-1213-310-413
28140	100.1216.310.800	AnnI Subscprt/STAR Online Prmary-Media/LASSC		7001	9073	07/27/2023	214320	1,478.68	100-1216-310-800
28140	100.1202.310.300	AnnI Subscprt/STAR Online Scndry-Links/ELP (94		7001	9073	07/27/2023	214320	2,383.34	100-1202-310-300
28140	100.1202.310.300	AnnI Subscprt/STAR Online Prmary-Media/ELP (9		7001	9073	07/27/2023	214320	1,635.24	100-1202-310-300
28140	100.1213.310.413	AnnI Subscprt/STAR Online Prmary-Media/LASSC		7001	9073	07/27/2023	214320	1,913.58	100-1213-310-413
28140	100.1216.310.800	AnnI Subscprt/STAR Online Scndry-Links/LASSO:		7001	9073	07/27/2023	214320	2,155.15	100-1216-310-800
								\$12,355.00	Payee Vendor Total
Stericycle									
11875371	100.2134.310.900	Cust#2151027/Bio Med Disposal/Site#1 ADM/JUL		70623	0	07/06/2023	214199	137.81	100-2134-310-900
11875371	100.2134.310.900	Cust#2151027/Bio Med Disposal/Site#2 CLA/JUL:		70623	0	07/06/2023	214199	137.81	100-2134-310-900
11875371	100.2134.310.900	Cust#2151027/Bio Med Disposal/Site#3 GLS/JUL		70623	0	07/06/2023	214199	137.81	100-2134-310-900
11875371	100.2134.310.900	Cust#2151027/Bio Med Disposal/Site#4 LRM/JUL		70623	0	07/06/2023	214199	293.21	100-2134-310-900
11875371	100.2134.310.900	Cust#2151027/Bio Med Disposal/Site#5 FHN/JUL		70623	0	07/06/2023	214199	137.81	100-2134-310-900
11875371	100.2134.310.900	Cust#2151027/Bio Med Disposal/Site#6 SCMP/JL		70623	0	07/06/2023	214199	137.81	100-2134-310-900
11875371	100.2134.310.900	Cust#2151027/Bio Med Disposal/Site#7 JPC/JUL:		70623	0	07/06/2023	214199	137.81	100-2134-310-900
								\$1,120.07	Payee Vendor Total
Suburban Elevator Company									
810627976200.	2540.324.200	Acct#121846/Elevator Maint/JPC/JUN23-SEP23		7002		07/27/2023	214321	680.43	200-2540-324-200
810627963200.	2540.324.600	Acct#121931/Elevator Maint/CLA/JUN23-SEP23		7002		07/27/2023	214321	355.77	200-2540-324-600
								\$1,036.20	Payee Vendor Total

ENEY-GRANA, JULIE

Specialized Data Systems, Inc.

D:\SEDOL\SDSv8\finance\Swf_AP07.RPT

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
CONF REIM00.2213.312.900		Conf Reimb/Waves of Change/062023-062323		7005		07/27/2023	22568	900.00	100-2213-312-900
								\$900.00	Payee Vendor Total
TDS									
JUL23	200.2540.341.100	Acct#8475488470/8255580001/Phone Svc/UNKV		70623	0	07/06/2023	214200	1,228.35	200-2540-341-100
JUL23	200.2540.341.200	Acct#8475488470/8476808015/Phone Svc/JPC		70623	0	07/06/2023	214200	33.20	200-2540-341-200
JUL23	200.2540.341.300	Acct#8475482508/8475482508/Phone Svc/LRM F		70623	0	07/06/2023	214200	34.63	200-2540-341-300
JUL23	200.2540.341.300	Acct#8475482508/8475485662/Phone Svc/LRM L		70623	0	07/06/2023	214200	34.63	200-2540-341-300
JUL23	200.2540.341.300	Acct#8475482508/8475485682/Phone Svc/LRM L		70623	0	07/06/2023	214200	34.63	200-2540-341-300
JUL23	200.2540.341.400	Acct#8475488470/8479861150/Phone Svc/FHN		70623	0	07/06/2023	214200	33.20	200-2540-341-400
JUL23	200.2540.341.500	Acct#8475488470/8479861200/Phone Svc/GLS		70623	0	07/06/2023	214200	149.39	200-2540-341-500
JUL23	200.2540.341.500	Acct#8479863503/8479863503/Phone Svc/GLS		70623	0	07/06/2023	214200	(585.85)	200-2540-341-500
JUL23	200.2540.341.550	Acct#8475488470/8473883042/Phone Svc/SCMP		70623	0	07/06/2023	214200	49.80	200-2540-341-550
JUL23	200.2540.341.600	Acct#8475488470/8472315056/Phone Svc/CLA		70623	0	07/06/2023	214200	165.99	200-2540-341-600
JUL23	200.2540.341.950	Acct#8475487032/8475487032/Phone Svc/FND		70623	0	07/06/2023	214200	9.00	200-2540-341-950
								\$1,186.97	Payee Vendor Total
Teaching Strategies									
172773	100.1225.310.200	Gold Online Assessment Portfolios/EC DHH (3)		7001	9074	07/27/2023	214322	81.00	100-1225-310-200
172773	100.1225.310.300	Gold Online Assessment Portfolios/EC ELP (10)		7001	9074	07/27/2023	214322	270.00	100-1225-310-300
172773	100.1225.310.425	Gold Online Assessment Portfolios/EC LASSO3 (4		7001	9074	07/27/2023	214322	1,215.00	100-1225-310-425
								\$1,566.00	Payee Vendor Total
The Home Depot/Supplywork									
752912881200.2540.412.600		Roll Towels		7001	9049	07/27/2023	214323	372.24	200-2540-412-600
752912881200.2540.412.600		Toilet Paper		7001	9049	07/27/2023	214323	291.84	200-2540-412-600
752912881200.2540.412.600		Kitchen Roll Towels		7001	9049	07/27/2023	214323	72.66	200-2540-412-600
752912881200.2540.412.600		Facial Tissue		7001	9049	07/27/2023	214323	117.24	200-2540-412-600
752912881200.2540.412.600		46 x 50 liners		7001	9049	07/27/2023	214323	264.00	200-2540-412-600
752912881200.2540.412.600		Stride		7001	9049	07/27/2023	214323	253.84	200-2540-412-600
752912881200.2540.412.600		Spartan		7001	9049	07/27/2023	214323	149.08	200-2540-412-600
752912881200.2540.412.600		Glance		7001	9049	07/27/2023	214323	150.68	200-2540-412-600
752912881200.2540.412.600		20" Blue Pads		7001	9049	07/27/2023	214323	42.80	200-2540-412-600
752912881200.2540.412.600		20" Black Pads		7001	9049	07/27/2023	214323	85.60	200-2540-412-600
752912881200.2540.412.600		Vectra (16)		7001	9049	07/27/2023	214323	1,308.80	200-2540-412-600
								\$3,108.78	Payee Vendor Total
Station Today Network									
100.2151.319.900		Interp Svcs/ESY Open House/FHN/061223		7002		07/27/2023	214324	292.50	100-2151-319-900

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
9243	100.2151.332.900	Mileage/ESY Open House/FHN/061223		7002		07/27/2023	214324	18.34	100-2151-332-900
9243	100.2151.332.900	Mileage/ESY Open House/LRM/061223		7002		07/27/2023	214324	15.72	100-2151-332-900
9243	100.2151.319.900	Interp Svcs/ESY Open House/LRM/061223		7002	0	07/27/2023	214324	270.00	100-2151-319-900
								\$596.56	Payee Vendor Total
Tumbleweed Press									
113798	100.1202.310.300	Subscrpt Rnw/TP Premium/JUN23-JUN24/ELP (1		7001	9068	07/27/2023	214325	271.66	100-1202-310-300
113798	100.1208.310.808	Subscrpt Rnw/TP Premium/JUN23-JUN24/ELS (€		7001	9068	07/27/2023	214325	79.90	100-1208-310-808
113798	100.1210.310.500	Subscrpt Rnw/TP Premium/JUN23-JUN24/SAB (€		7001	9068	07/27/2023	214325	47.94	100-1210-310-500
113798	100.1213.310.413	Subscrpt Rnw/TP Premium/JUN23-JUN24/LASS(7001	9068	07/27/2023	214325	207.74	100-1213-310-413
113798	100.1216.310.816	Subscrpt Rnw/TP Premium/JUN23-JUN24/LASS(7001	9068	07/27/2023	214325	191.76	100-1216-310-816
								\$799.00	Payee Vendor Total
ULINE									
164569267100.2225.410.900		Deluxe All Mesh Chair with Headrest (Blue)		70623	9026	07/06/2023	214201	320.00	100-2225-410-900
164569267100.2225.410.900		Cust34159670/Shipping		70623	9026	07/06/2023	214201	47.64	100-2225-410-900
								\$367.64	Payee Vendor Total
UPS									
263	200.2540.329.900	ACCT#W2307X/Shipping Charges		7002		07/27/2023	214326	12.93	200-2540-329-900
253	200.2540.329.900	ACCT#W2307X/Shipping Charges		7002		07/27/2023	214326	42.59	200-2540-329-900
								\$55.52	Payee Vendor Total
VALIO, ANNETTE									
041423-06109.1600.410.825		Suppl Reimb/Classroom Materials		7005		07/27/2023	22569	49.85	109-1600-410-825
								\$49.85	Payee Vendor Total
Verifent									
202356	100.2320.310.100	FY24 Annual Subscription Fee		7002	0	07/27/2023	214327	750.00	100-2320-310-100
								\$750.00	Payee Vendor Total
Vista Health System									
06252023	100.2134.410.900	Heartsaver CPR/AED cards		7001	9083	07/27/2023	214328	85.00	100-2134-410-900
07052023	100.2134.410.900	Heartsaver CPR/AED cards		7001	9110	07/27/2023	214328	85.00	100-2134-410-900
								\$170.00	Payee Vendor Total
Waste Mgmt Corporate Serv									
29319606	200.2540.321.200	Cust#80464852372/Trash Svc/JPC/JUL23		71423	0	07/14/2023	214208	167.80	200-2540-321-200
								\$167.80	Payee Vendor Total
WATSON, ANN									
23S	109.1600.410.825	Suppl Reimb/Classroom Materials		7005		07/27/2023	22570	46.25	109-1600-410-825

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:40 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								<u>\$46.25</u>	Payee Vendor Total
WEIDNER, RANDALL									
061323-07109.1600.410.825		Suppl Reimb/Classroom Materials		7005		07/27/2023	22571	74.24	109-1600-410-825
								<u>\$74.24</u>	Payee Vendor Total
WILT, JULIE									
062623S 109.1600.410.825		Suppl Reimb/Classroom Materials		7005		07/27/2023	22572	23.57	109-1600-410-825
								<u>\$23.57</u>	Payee Vendor Total
WOJCIK, LAURA									
JUL23P 200.2540.341.100		Cell Phone Reimb		7005	0	07/27/2023	22573	81.73	200-2540-341-100
								<u>\$81.73</u>	Payee Vendor Total
Report Total								<u><u>\$1,577,687.51</u></u>	

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:41 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
AI Warren Oil Co Inc									
W1577137400.163		Cust#C06788/Gasohol Unleaded/School Buses		7002		07/27/2023	214260	10,961.65	400-163
W1575822400.163		Cust#C06788/Gasohol Unleaded/School Buses		7002		07/27/2023	214260	10,929.80	400-163
W1573524400.163		Cust#C06788/Gasohol Unleaded/School Buses		7002		07/27/2023	214260	9,066.90	400-163
								\$30,958.35	Payee Vendor Total
Apple Inc									
MA053791400.2225.700.900		13h MacBook Air: Apple M1 chip w/ 8-core CPU (7001	9047	07/27/2023	214261	71,920.00	100-2225-700-900
								\$71,920.00	Payee Vendor Total
Blue Cross Blue Sheild of									
426900907100.480.056.300		Empl Acct #IL1859213/Claims & Admin Fees/JUN		7002		07/27/2023	214264	517,870.87	100-493-056-300
								\$517,870.87	Payee Vendor Total
CLIC-ISDLAF Plus									
FY24	200.2540.380.100	Workers Comp/Operations		70623		07/06/2023	214177	10,437.00	200-2540-380-100
FY24	100.2310.380.825	Workers Comp/SEDOL Wide		70623		07/06/2023	214177	330,514.00	100-2310-380-825
								\$340,951.00	Payee Vendor Total
Connections Day School									
JUN23	100.1912.670.900	Diagnostic/IAES Students		7002		07/27/2023	214270	51,645.50	100-1912-670-900
JUL23	100.1912.670.900	Diagnostic/IAES Students		7002		07/27/2023	214270	37,255.04	100-1912-670-900
								\$88,900.54	Payee Vendor Total
ECRA Group Inc									
10761	100.2213.310.900	FY24 ECRIS Annl Subscript/First Installment		7002	0	07/27/2023	214272	19,807.50	100-2213-310-900
								\$19,807.50	Payee Vendor Total
Embrace Education									
13545	111.2225.310.900	FY24/Embrace/EP/Annl Renewal		7002	0	07/27/2023	214274	11,025.00	111-2225-310-900
								\$11,025.00	Payee Vendor Total
Frontline Technologies Gr									
174874	111.2225.310.900	Acct#13285/Absence & Substitute Mgmt/JUL23-JI		7002		07/27/2023	214280	16,309.00	111-2225-310-900
187071	111.2225.310.900	Acct#13285/Analytics Solution/JUL23-JUN24		7002	0	07/27/2023	214280	19,305.00	111-2225-310-900
								\$35,614.00	Payee Vendor Total
Happ Builders									
23475	200.2540.530.600	Job#22825002/Cyd Lash Academy/Pay App #1		7002	0	07/27/2023	214284	42,345.00	200-2540-530-600
								\$42,345.00	Payee Vendor Total
James Loizzi Eisenhammer									
2	100.2310.318.825	Legal Services/MAY23		7002		07/27/2023	214285	9,995.16	100-2310-318-825

Paid Accounts Payable by Vendor

Printed: 7/20/2023 2:41 PM

Sedol

Expense on Date: 7/1/23 to 7/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								<u>\$9,995.16</u>	Payee Vendor Total
Intelli-Building Controls									
3874	200.2540.530.600	Job#1443/Cyd Lash Academy/Pay App #1		7002	0	07/27/2023	214290	13,500.00	200-2540-530-600
								<u>\$13,500.00</u>	Payee Vendor Total
Navigate360									
4353	100.2213.312.900	CSTAG Level 2 Virtual Training		7002		07/27/2023	214303	9,000.00	100-2213-312-900
								<u>\$9,000.00</u>	Payee Vendor Total
Qubit Networks									
12914	166.2660.540.200	Switch (3)		7001	8919	07/27/2023	214314	9,189.90	166-2660-540-200
12914	166.2660.540.500	Switch (7)		7001	8919	07/27/2023	214314	21,443.10	166-2660-540-500
12914	166.2660.540.600	Switch (6)		7001	8919	07/27/2023	214314	18,379.80	166-2660-540-600
								<u>\$49,012.80</u>	Payee Vendor Total
School Health Corporation									
4195951	115.1202.540.300	INNVAT TECH/55" Visilift+ w/ OPS PC & Software		7001	8965	07/27/2023	214317	8,011.51	115-1202-540-300
								<u>\$8,011.51</u>	Payee Vendor Total
						Report Total		<u><u>\$1,248,911.73</u></u>	

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
Ablenet Inc									
CI253782	115.1202.410.300	INNOVAT TECH LAB/Hitch 2		63023	9033	06/30/2023	214096	240.00	115-1202-410-300
CI253782	115.1202.410.300	INNOVAT TECH LAB/Big Beamer		63023	9033	06/30/2023	214096	290.00	115-1202-410-300
CI253782	115.1202.410.300	INNOVAT TECH LAB/Jelly Beamer		63023	9033	06/30/2023	214096	290.00	115-1202-410-300
CI253782	115.1202.410.300	INNOVAT TECH LAB/Spec Switch		63023	9033	06/30/2023	214096	450.00	115-1202-410-300
CI253782	115.1202.410.300	INNOVAT TECH LAB/Big Track 2		63023	9033	06/30/2023	214096	200.00	115-1202-410-300
CI253782	115.1202.410.300	INNOVAT TECH LAB/Blue 2 (2)		63023	9033	06/30/2023	214096	520.00	115-1202-410-300
CI253782	115.1202.410.300	INNOVAT TECH LAB/Wireless receiver/Big&Jelly		63023	9033	06/30/2023	214096	480.00	115-1202-410-300
CI253782	115.1202.410.300	INNOVAT TECH LAB/Big CandyCorn (2)		63023	9033	06/30/2023	214096	510.00	115-1202-410-300
								\$2,980.00	Payee Vendor Total
Ace Hardware									
81702	200.2540.412.100	Cust#230021/Misc Bldg Suppl/ADM		63023		06/30/2023	214097	34.98	200-2540-412-100
								\$34.98	Payee Vendor Total
Al Warren Oil Co Inc									
W1570116	400.163	Cust#C06788/Gasohol Unleaded/School Buses		63023		06/30/2023	214098	11,619.30	400-163
W1571889	400.163	Cust#C06788/Gasohol Unleaded/School Buses		63023		06/30/2023	214098	10,109.88	400-163
								\$21,729.18	Payee Vendor Total
AMAZON									
13F9-33Q3	100.1216.410.800	Carpets for Kids Tranquil Pond 6x9		62123	9019	06/21/2023	214089	141.70	100-1216-410-800
114F-NM7M	00.2225.410.900	weBoost Drive Reach (Factory Refurbished)		62123	9012	06/21/2023	214089	397.99	100-2225-410-900
1GR1-QCN1	00.2225.410.900	Safety Technology International, Inc. STI-9730 Ste		62123	8995	06/21/2023	214089	(367.47)	100-2225-410-900
1GR1-QCN1	00.2225.410.900	Safety Technology International, Inc. STI-9730 Ste		62123	8995	06/21/2023	214089	(258.05)	100-2225-410-900
13C1-RJ3M	00.2320.411.100	2x4 Shipping Labels		62123	9025	06/21/2023	214089	11.54	100-2320-411-100
13C1-RJ3M	00.2320.411.100	6X9 Catalog Envelopes		62123	9025	06/21/2023	214089	79.18	100-2320-411-100
13C1-RJ3M	00.2320.411.100	DYMO Label Maker w/ 3 tapes		62123	9025	06/21/2023	214089	52.04	100-2320-411-100
13C1-RJ3M	00.2320.411.100	Binder Clips Assorted Sizes		62123	9025	06/21/2023	214089	8.54	100-2320-411-100
13C1-RJ3M	00.2320.411.100	Folding Step Stool		62123	9025	06/21/2023	214089	11.44	100-2320-411-100
13C1-RJ3M	00.2320.411.100	4xx6 Lined Sticky Note Pads		62123	9025	06/21/2023	214089	6.94	100-2320-411-100
1W7C-PG31	00.2510.410.100	Wall Calendar		62123	0	06/21/2023	214089	192.78	100-2510-410-100
1W7C-PG31	00.2510.410.100	The Last Lecture		62123	0	06/21/2023	214089	93.94	100-2510-410-100
1K9F-CHK1	00.2510.410.100	Sticky Notes		62123	0	06/21/2023	214089	12.99	100-2510-410-100
1K9F-CHK1	00.2510.410.100	Permanent Markers		62123	0	06/21/2023	214089	16.76	100-2510-410-100
1K9F-CHK1	00.2510.410.100	Step Stool		62123	0	06/21/2023	214089	11.44	100-2510-410-100
-CHK1	00.2510.410.100	Ink Cartridges/2 Blk/Cyn/Mag/Yllw		62123	0	06/21/2023	214089	83.96	100-2510-410-100
-CHK1	00.2510.410.100	Desk Calendar		62123	0	06/21/2023	214089	10.98	100-2510-410-100

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
1K9F-CHK100.2510.410.100		Wall Art Decor		62123	0	06/21/2023	214089	27.99	100-2510-410-100
1K9F-CHK100.2510.410.100		Wall Art Decor		62123	0	06/21/2023	214089	139.99	100-2510-410-100
1THX-HJR100.2510.410.100		"VOID" Rubber Stamp		62123	0	06/21/2023	214089	17.62	100-2510-410-100
1H97-VW3200.2540.412.100		Birch End Banding		62123	0	06/21/2023	214089	15.88	200-2540-412-100
1QQ9-WHM00.1212.410.500		Qt Storage Box w/ Lid (8)		62123	0	06/21/2023	214089	289.50	100-1212-410-500
1QPP-C1Q100.2212.410.900		Gothamite 46-inch Rolling Duffle Bag		62123	9009	06/21/2023	214089	153.99	100-2212-410-900
1K9F-CHK100.2510.410.100		Post-It Easel Pad		62123	0	06/21/2023	214089	99.98	100-2510-410-100
								\$1,251.65	Payee Vendor Total
American Express									
Card 41079100.1207.415.200		Jimano`s/JPC Staff Appreciation/051023		61523	0	06/15/2023	214072	247.62	100-1207-415-200
Card 42085100.1212.410.600		Graduation Source/Grad Gown		61523	0	06/15/2023	214072	60.22	100-1212-410-600
Card 41079100.2134.323.900		Hillrom/Vital Signs Device Repair/052423		61523	0	06/15/2023	214072	514.59	100-2134-323-900
Card 41079100.2213.312.900		AEP Connections/E Connolly/051123		61523	0	06/15/2023	214072	190.00	100-2213-312-900
Card 42085100.2310.412.900		Signature Golden School Bell		61523	8999	06/15/2023	214072	45.95	100-2310-412-900
Card 42085100.2310.412.900		Pedestal Base (Brown)		61523	8999	06/15/2023	214072	17.95	100-2310-412-900
Card 42085100.2310.412.900		Personalization Fee for Wood Bases		61523	8999	06/15/2023	214072	8.00	100-2310-412-900
Card 42085100.2310.412.900		Shipping		61523	8999	06/15/2023	214072	12.00	100-2310-412-900
Card 42085100.2310.412.900		Master Teacher/Brass Base		61523	0	06/15/2023	214072	20.00	100-2310-412-900
Card 42085100.2310.415.900		Daltons Cakes/Retirement Party		61523	0	06/15/2023	214072	145.00	100-2310-415-900
Card 41061100.2320.312.100		Candlewood Suites/V Donnan/051123		61523	0	06/15/2023	214072	268.58	100-2320-312-100
Card 41079100.2320.350.100		Indeed/MAY23 Sponsored Jobs		61523	0	06/15/2023	214072	500.77	100-2320-350-100
Card 41079100.2320.350.100		Indeed/MAY23 Sponsored Jobs		61523	0	06/15/2023	214072	510.72	100-2320-350-100
Card 41079100.2320.350.100		Indeed/MAY23 Sponsored Jobs		61523	0	06/15/2023	214072	500.12	100-2320-350-100
Card 41079100.2320.350.100		Indeed/1 Month Standard Subscrpt/052223-06212		61523	0	06/15/2023	214072	120.00	100-2320-350-100
Card 41079100.2320.350.100		Indeed/MAY23 Sponsored Jobs		61523	0	06/15/2023	214072	500.97	100-2320-350-100
Card 41079100.2320.350.100		Indeed/MAY23 Sponsored Jobs		61523	0	06/15/2023	214072	500.01	100-2320-350-100
Card 41061100.2320.414.100		Tacos el Norte/SAT Mtg/050923		61523	0	06/15/2023	214072	495.25	100-2320-414-100
Card 41061100.2320.415.100		Jewel/Staff Appreciation Day/051123		61523	0	06/15/2023	214072	28.66	100-2320-415-100
Card 41061100.2320.415.100		Jimano`s/Trocke`s Staff Lunch/052523		61523	0	06/15/2023	214072	40.79	100-2320-415-100
Card 41061100.2320.640.100		Annl Mmbrshp/V Donnan		61523	0	06/15/2023	214072	75.00	100-2320-640-100
Card 42085100.2320.640.100		Annl Mmbrshp/T Thul		61523	0	06/15/2023	214072	75.00	100-2320-640-100
Card 41079100.2320.640.100		Annl Mmbrshp/Loris		61523	0	06/15/2023	214072	75.00	100-2320-640-100
Card 41079100.2510.312.100		Holiday Inn/S Peterson/050323-050523		61523	0	06/15/2023	214072	412.16	100-2510-312-100
42085100.2560.410.900		Choice Medium Weight White Wrapped Plastic Sp		61523	9007	06/15/2023	214072	75.27	100-2560-410-900
42085100.2560.410.900		Genpak 10500 10 3/8" x 8 3/8" x 1 3/16" 5 Compa		61523	9007	06/15/2023	214072	195.00	100-2560-410-900

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
Card 42085100.2560.410.900		Duro 6 lb. Brown Paper Bag - 500/Bundle		61523	9007	06/15/2023	214072	59.96	100-2560-410-900
Card 42085100.2560.410.900		Shipping		61523	9007	06/15/2023	214072	57.76	100-2560-410-900
Card 41061166.2320.410.100		American Outfitters/Unified Sports Day T-shirts		61523	0	06/15/2023	214072	76.00	166-2320-410-100
Card 42085200.2540.412.100		Uline/Tape		61523	0	06/15/2023	214072	68.40	200-2540-412-100
Card 42085200.2540.412.100		AutoZone/Utility Light		61523	0	06/15/2023	214072	27.93	200-2540-412-100
Card 42085200.2540.412.100		AutoZone/Motor Oil		61523	0	06/15/2023	214072	155.48	200-2540-412-100
Card 42085200.2540.412.100		AutoZone/Motor Oil		61523	0	06/15/2023	214072	(77.74)	200-2540-412-100
Card 42085200.2540.412.400		Batteries Plus/12V 31 Marine DC 12		61523	0	06/15/2023	214072	319.98	200-2540-412-400
Card 42085100.1212.410.400		Uline/Safety Barrier		61523	0	06/15/2023	214072	460.00	100-1212-410-400
Card 42085100.2225.410.100		RAPTOR VISITOR BADGES WHITE (4 rolls/1200		61523	8993	06/15/2023	214072	50.00	100-2225-410-100
Card 42085100.2225.700.100		Raptor CR5400 Duplex Scanner (1)		61523	8993	06/15/2023	214072	600.00	100-2225-700-100
Card 41079100.2320.350.100		Indeed/1 Month Prof Subscrpt/052223-062123		61523	0	06/15/2023	214072	300.00	100-2320-350-100
Card 42085115.1216.410.800		MILLBURN SENSE/Fun & Function/Cocoon Swin		61523	9016	06/15/2023	214072	219.98	115-1216-410-800
Card 42085131.1400.410.830		Men Fashion Sneakers- Black size 13		61523	9020	06/15/2023	214072	23.99	131-1400-410-830
Card 42085131.1400.410.830		Men Fashion Sneakers- Black size 8		61523	9020	06/15/2023	214072	23.99	131-1400-410-830
								\$8,000.36	Payee Vendor Total
Anderson Lock									
1122446	200.2540.412.400	Misc Bldg Suppl/End Cap Assembly/FHN		63023		06/30/2023	214099	81.00	200-2540-412-400
1122443	200.2540.412.500	Misc Bldg Suppl/Entrance Lock/GLS		63023		06/30/2023	214099	315.00	200-2540-412-500
								\$396.00	Payee Vendor Total
Ann Gear									
MAY/JUN21	100.2153.310.900	Audiologist Svcs		61523		06/15/2023	214074	4,950.00	100-2153-310-900
								\$4,950.00	Payee Vendor Total
BASTEN, LORI									
CONF REIM	100.2213.312.900	Conf Reimb/Strategies to Support Regulation/041		630239		06/30/2023	22524	115.74	100-2213-312-900
								\$115.74	Payee Vendor Total
Blazerworks									
20705182	100.1203.319.830	Cust#170498/Interp Svc/Moresco/Wk 060423		61523	0	06/15/2023	214075	1,022.42	100-1203-319-830
20703655	100.1206.319.900	Cust#170498/O&M Specialist/Spitz/Wk 060423		61523		06/15/2023	214075	1,435.50	100-1206-319-900
20705182	100.1207.319.200	Cust#170498/Interp Svc/Charlton/Wk 060423		61523	0	06/15/2023	214075	487.62	100-1207-319-200
20705182	100.1207.319.200	Cust#170498/Interp Svcs/Fish/Wk 060423		61523	0	06/15/2023	214075	1,048.30	100-1207-319-200
20705182	100.1207.319.200	Cust#170498/Interp Svc/Houseman/Wk 060423		61523	0	06/15/2023	214075	1,093.54	100-1207-319-200
20705182	100.1207.319.200	Cust#170498/Interp Svc/Sevcech/Wk 060423		61523	0	06/15/2023	214075	1,677.28	100-1207-319-200
5182	100.1208.319.800	Cust#170498/Interp Svc/Nicholls/Wk 060423		61523	0	06/15/2023	214075	1,071.14	100-1208-319-800
5182	100.1212.319.500	Cust#170498/Art Therapist/Bailey/Wk 060423		61523	0	06/15/2023	214075	288.00	100-1212-319-500

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
20705182	100.1212.319.650	Cust#170498/Art Therapist/Bailey/Wk 060423		61523	0	06/15/2023	214075	288.00	100-1212-319-650
20705182	100.1216.319.900	Cust#170498/Art Therapist/Bailey/Wk 060423		61523	0	06/15/2023	214075	288.00	100-1216-319-900
20705182	100.2134.319.300	Cust#170498/1:1 Nurse/Corona/Wk 060423		61523	0	06/15/2023	214075	1,665.00	100-2134-319-300
20705182	100.2134.319.300	Cust#170498/1:1 Nurse/Moore/Wk 060423		61523	0	06/15/2023	214075	888.00	100-2134-319-300
20705182	100.2134.319.300	Cust#170498/1:1 Nurse/Richards/Wk 060423		61523	0	06/15/2023	214075	1,628.00	100-2134-319-300
20703865	100.1207.319.200	Cust#170498/Interp Svc/Stapleton/Wk 060423		61523	0	06/15/2023	214075	635.36	100-1207-319-200
20703865	100.1216.319.800	Cust#170498/LASS02 Parapro/Alawneh/Wk 0604		61523	0	06/15/2023	214075	625.00	100-1216-319-800
20709598	100.1207.319.200	Cust#170498/Interp Svc/Stapleton/Wk 061123		62123	0	06/21/2023	214090	258.12	100-1207-319-200
20714416	109.1600.319.825	Cust#170498/1:1 Nurse/Corona/Wk 061823		63023	0	06/30/2023	214100	1,572.50	109-1600-319-825
								\$15,971.78	Payee Vendor Total
CDW Government									
JS24010	165.2660.410.300	Laremont SFP-10G (6)		63023	8920	06/30/2023	214101	2,941.02	165-2660-410-300
JS24010	166.2660.410.500	Gages SFP-10G (6)		63023	8920	06/30/2023	214101	2,941.02	166-2660-410-500
JS24010	166.2660.410.600	CLA - SFP-10G (5)		63023	8920	06/30/2023	214101	2,450.85	166-2660-410-600
								\$8,332.89	Payee Vendor Total
Chartwells Dining Service									
591	100.2560.310.400	Cust#F11751/FHN Lunch/MAY23		63023	0	06/30/2023	214102	2,890.81	100-2560-310-400
591	100.2560.310.400	Cust#F11751/FHN Breakfast/MAY23		63023	0	06/30/2023	214102	1,887.55	100-2560-310-400
								\$4,778.36	Payee Vendor Total
COBURN, LINDSEY									
ONLINE S	100.2213.312.900	Online Subscription Reimb/speechpathology.com		630239		06/30/2023	22525	89.00	100-2213-312-900
								\$89.00	Payee Vendor Total
Constellation New Energy									
654848502200.2540.466.200		Cust#7635903/Electric Svc/JPC/MAY23		61523		06/15/2023	214076	1,240.01	200-2540-466-200
								\$1,240.01	Payee Vendor Total
DAVIS, LINDA									
052423-063100.2520.332.100		Business Office Travel Reimb		630239		06/30/2023	22526	35.37	100-2520-332-100
								\$35.37	Payee Vendor Total
Dearborn Life Insurance C									
JUL23	100.480.056.302	Group#F0129011/Life Insurance Premium		63023	0	06/30/2023	214103	3,466.55	100-493-056-302
								\$3,466.55	Payee Vendor Total
DWYER, MEAGAN									
051423-06200.2540.341.500		Cell Phone Reimb		630239		06/30/2023	22527	46.99	200-2540-341-500
23-04200.2540.341.500		Cell Phone Reimb		630239		06/30/2023	22527	46.99	200-2540-341-500

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
041423-05200.2540.341.500		Cell Phone Reimb		630239	0	06/30/2023	22527	46.99	200-2540-341-500
								\$140.97	Payee Vendor Total
EARLEY, LAURIE									
040623-052100.2138.332.830		PT Travel Reimb		630239	0	06/30/2023	22528	23.12	100-2138-332-830
040623-052120.2138.332.960		PT Contract Travel Reimb		630239	0	06/30/2023	22528	92.81	120-2138-332-960
								\$115.93	Payee Vendor Total
Essco									
59367	200.2540.323.550	Cust#2642/Job#45601/Replace Software House/L		63023	0	06/30/2023	214104	12,385.00	200-2540-323-550
								\$12,385.00	Payee Vendor Total
Eureka Speech Therapy									
139	100.2152.310.900	Speech Therapy Svcs/041123-042723		630239		06/30/2023	22529	2,840.00	100-2152-310-900
140	100.2152.310.900	Speech Therapy Svcs/050123-051123		630239		06/30/2023	22529	2,040.00	100-2152-310-900
141	100.2152.310.900	Speech Therapy Svcs/051523-052523		630239		06/30/2023	22529	1,780.00	100-2152-310-900
								\$6,660.00	Payee Vendor Total
Express Employment Profes									
29161507	100.1216.319.800	Acct#26350636/LASSO2 Parapro/Simon/Wk 0611		61523		06/15/2023	214078	187.25	100-1216-319-800
29239910	109.1600.319.825	Acct#26350626/LASSO3 Parapro/Johnson/Wk 06		63023		06/30/2023	214105	349.61	109-1600-319-825
29204665	109.1600.319.825	Acct#26350626/LASSO3 Parapro/Johnson/Wk 06		62123	0	06/21/2023	214091	335.90	109-1600-319-825
								\$872.76	Payee Vendor Total
First Bankcard									
Acct 5243	100.2213.312.900	Conf Reg/School Nurse Summer Inst/060523-060		61523	0	06/15/2023	214079	400.00	100-2213-312-900
Acct 5243	100.2213.312.900	Conf Reg/School Nurse Summer Inst/Process Fee		61523	0	06/15/2023	214079	2.00	100-2213-312-900
Acct 5243	100.2213.312.900	Online Subscription/ASHa Learning Pass (17)		61523	0	06/15/2023	214079	1,955.00	100-2213-312-900
Acct 5243	100.2225.310.900	CDW/Excel Licenses (7)		61523	0	06/15/2023	214079	176.05	100-2225-310-900
								\$2,533.05	Payee Vendor Total
GADSON, JENNIFER									
053123PR	100.480.059.406	Reimburse Garnishment/053123		630239	0	06/30/2023	22530	140.40	100-493-059-406
								\$140.40	Payee Vendor Total
GOLDBERG, JILL									
VIRTUAL C100	2213.312.900	Virtual Conf Reimb/ISHA/FEB23		630239		06/30/2023	22531	90.00	100-2213-312-900
								\$90.00	Payee Vendor Total
GOTTLIEB, STACEY									
CONF REIM00	2213.312.900	Conf Reimb/Antisocial Personality Disorders/0406		630239	0	06/30/2023	22532	109.99	100-2213-312-900
F REIM00	2213.312.900	Conf Reimb/Smart Phone Addictions/032923		630239		06/30/2023	22532	109.99	100-2213-312-900

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$219.98	Payee Vendor Total
Grainger									
974189195200.2540.412.100		Acct#801779216/Misc Bldg Suppl/ADM		63023		06/30/2023	214106	312.53	200-2540-412-100
973976177200.2540.412.100		Acct#801779216/Misc Bldg Suppl/ADM		63023		06/30/2023	214106	113.87	200-2540-412-100
973544297200.2540.700.300		Acct#801779216/Misc Bldg Suppl/LRM (1)		63023	0	06/30/2023	214106	1,479.30	200-2540-700-300
								\$1,905.70	Payee Vendor Total
Guardian									
JUL23	100.480.056.301	Group#361640/Dental Premium		63023		06/30/2023	214107	15,453.26	100-493-056-301
								\$15,453.26	Payee Vendor Total
HERNANDEZ, DAWN									
CONF REIM00.2213.312.900		Conf Reimb/Treating Anxiety/031623		630239		06/30/2023	22533	109.00	100-2213-312-900
								\$109.00	Payee Vendor Total
HOFFER, CAROLYN									
032223-05100.2210.332.900		Behavior Specialist Travel Reimb		630239		06/30/2023	22534	316.37	100-2210-332-900
								\$316.37	Payee Vendor Total
IL STATE DISBURSEMENT UNI									
547	100.480.059.406	Void Case CO2940859 JG		6100	0	06/28/2023	213893	(140.40)	100-493-059-406
								(\$140.40)	Payee Vendor Total
Illinois State Police									
061523	100.2320.310.100	Agency ORI #IL049S49S/Replish Account		61523		06/15/2023	214080	3,000.00	100-2320-310-100
								\$3,000.00	Payee Vendor Total
Josephine Kearns									
051223	100.2213.312.900	Presenter Fee/Gender Inclusivity/060223		63023		06/30/2023	214108	2,000.00	100-2213-312-900
								\$2,000.00	Payee Vendor Total
JOY, BARBARA									
050123-053114.1200.332.920		ELL Itinerant Travel Reimb		630239		06/30/2023	22535	131.26	114-1200-332-920
								\$131.26	Payee Vendor Total
KRUCKMAN, SUSAN									
CONF REIM00.2213.312.900		Conf Reimb/Critical Issues in School Health/0426		630239		06/30/2023	22536	45.00	100-2213-312-900
								\$45.00	Payee Vendor Total
Lake County Forest Preser									
062723	100.1207.401.200	Suppl Reimb/Ryerson Woods Prog/Web of Life/04		63023		06/30/2023	214109	50.00	100-1207-401-200
								\$50.00	Payee Vendor Total

Side Transportation

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
1005058	400.2559.331.830	Acct#9250/SEDOL Billing/MAY23		63023		06/30/2023	214110	68,722.44	400-2559-331-830
1006035-2400.2559.331.830		Acct#9250/SEDOL Billing/MAY23		63023		06/30/2023	214110	(1,867.38)	400-2559-331-830
								\$66,855.06	Payee Vendor Total
Lauterbach & Amen LLP									
69047	100.2510.317.100	Cust#SEDLKCOUNTY/Actuarial Report Prep		61523		06/15/2023	214081	850.00	100-2510-317-100
								\$850.00	Payee Vendor Total
Linda Davis									
JUN23 PTY100.1213.415.400		FHN Petty Cash/Staff Appreciation/Antioch Pizza		63023	0	06/30/2023	214111	280.40	100-1213-415-400
								\$280.40	Payee Vendor Total
Maxim Healthcare Services									
V19994438100.2134.319.300		Acct#795496307008/School RN/Kenney/Wk 0601		61523	0	06/15/2023	214082	1,603.95	100-2134-319-300
V19994439100.2134.319.300		Acct#797616307364/School LPN/Linstrom/Wk 0601		61523	0	06/15/2023	214082	1,425.00	100-2134-319-300
E97938503100.2134.319.300		Acct#ERM106880366/School RN/Estrada/050823		61523	0	06/15/2023	214082	11,942.50	100-2134-319-300
E97938503100.2134.319.300		Acct#ERM106880366/School RN/Sagel/050823-0		61523	0	06/15/2023	214082	10,347.90	100-2134-319-300
								\$25,319.35	Payee Vendor Total
Med-EI									
PSI441337100.2153.410.900		Med-el battery frame- LL, Bh, CM		63023	8930	06/30/2023	214112	300.00	100-2153-410-900
PSI441337100.2153.410.900		Cust#4007622/Shipping & Handling		63023	8930	06/30/2023	214112	9.00	100-2153-410-900
PSI441337100.2153.700.900		Med-el MTD -Sonnet 2- LL,BH,CM (1)		63023	8930	06/30/2023	214112	500.00	100-2153-700-900
PCM17286100.2153.700.900		Med-el MTD -Sonnet 2- LL,BH,CM (1)		63023	8930	06/30/2023	214112	(500.00)	100-2153-700-900
								\$309.00	Payee Vendor Total
Menards									
84916	200.2540.412.100	Acct#30850254/Misc Bldg Suppl/ADM		63023		06/30/2023	214113	31.98	200-2540-412-100
84582	200.2540.412.500	Acct#30850254/Misc Bldg Suppl/GLS		63023		06/30/2023	214113	47.01	200-2540-412-500
84401	200.2540.412.500	Acct#30850254/Misc Bldg Suppl/GLS		63023		06/30/2023	214113	240.99	200-2540-412-500
84441	200.2540.412.500	Acct#30850254/Misc Bldg Suppl/GLS		63023		06/30/2023	214113	19.97	200-2540-412-500
84648	200.2540.412.600	Acct#30850254/Misc Bldg Suppl/CLA		63023		06/30/2023	214113	37.55	200-2540-412-600
84100	200.2540.412.600	Acct#30850254/Misc Bldg Suppl/CLA		63023		06/30/2023	214113	29.88	200-2540-412-600
84109	200.2540.412.600	Acct#30850254/Misc Bldg Suppl/CLA		63023		06/30/2023	214113	6.99	200-2540-412-600
84381	200.2540.412.600	Acct#30850254/Misc Bldg Suppl/CLA		63023		06/30/2023	214113	19.97	200-2540-412-600
								\$434.34	Payee Vendor Total
Mobile Therapy Center of									
48	100.2152.319.900	Speech Therapy Svcs/Kozlowsk/Joe/MAY23		61523	0	06/15/2023	214083	1,402.50	100-2152-319-900
	100.2152.319.900	Speech Therapy Svcs/Herzberg/Joe/MAY23		61523	0	06/15/2023	214083	1,870.00	100-2152-319-900

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$3,272.50	Payee Vendor Total
Net 56									
15462	111.2225.310.900	Managed IT Services/JUN23		63023	0	06/30/2023	214114	30,007.55	111-2225-310-900
15404	112.2225.332.900	Mileage/M Vdovichenko/APR23		63023	0	06/30/2023	214114	19.65	112-2225-332-900
15404	112.2225.332.900	Mileage/J Moses/APR23		63023	0	06/30/2023	214114	42.96	112-2225-332-900
15404	112.2225.332.900	Mileage/E Hegberg/APR23		63023	0	06/30/2023	214114	86.47	112-2225-332-900
								\$30,156.63	Payee Vendor Total
NIPPES, SUSAN									
032023-052100.2153.332.900		Hearing/Vision Tech Travel Reimb		630239		06/30/2023	22537	241.03	100-2153-332-900
ONLINE SU100.2213.312.900		Online Subscription Reimb/audiology.com		630239		06/30/2023	22537	99.00	100-2213-312-900
								\$340.03	Payee Vendor Total
OGNIBENE, JANET									
ONLINE SU100.2213.312.900		Online Subscription Reimb/ASHA Learning Pass		630239	0	06/30/2023	22538	144.00	100-2213-312-900
								\$144.00	Payee Vendor Total
OrganicLife									
113602068100.2560.310.300		Food Svcs/LRM/Lunch/MAY23		63023		06/30/2023	214115	4,911.72	100-2560-310-300
113602068100.2560.310.300		Food Svcs/LRM/Labor Cost/MAY23		63023	0	06/30/2023	214115	2,198.37	100-2560-310-300
113602068100.2560.310.500		Food Svcs/GLS/Breakfast/MAY23		63023	0	06/30/2023	214115	2,242.80	100-2560-310-500
113602068100.2560.310.500		Food Svcs/GLS/Lunch/MAY23		63023	0	06/30/2023	214115	4,278.23	100-2560-310-500
113602068100.2560.310.500		Food Svcs/GLS/Labor Cost/MAY23		63023	0	06/30/2023	214115	2,198.37	100-2560-310-500
113602068100.2560.310.600		Food Svcs/CLA/Breakfast/MAY23		63023	0	06/30/2023	214115	1,909.05	100-2560-310-600
113602068100.2560.310.600		Food Svcs/CLA/Lunch/MAY23		63023	0	06/30/2023	214115	4,531.89	100-2560-310-600
113602068100.2560.310.600		Food Svcs/CLA/Labor Cost/MAY23		63023	0	06/30/2023	214115	2,198.37	100-2560-310-600
								\$24,468.80	Payee Vendor Total
Paddock Publications Inc									
248734	100.2310.318.825	Cust#111008/Public Notice/Fund Transfer/041023		63023		06/30/2023	214116	28.75	100-2310-318-825
								\$28.75	Payee Vendor Total
Poster Compliance Center									
18521-POT100.2320.410.100		Acct#61879/FY24 IL & Fed Compliance Labor Lav		62123	0	06/21/2023	214092	543.60	100-2320-410-100
								\$543.60	Payee Vendor Total
PRADO, NANCY									
032023-052100.2153.332.900		CAVT Travel Reimb		630239		06/30/2023	22539	210.92	100-2153-332-900
								\$210.92	Payee Vendor Total

huslee Thompson

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
1035	100.2213.312.900	Presenter Fee/Implicit Bias Tng/060523		63023	0	06/30/2023	214117	2,500.00	100-2213-312-900
								\$2,500.00	Payee Vendor Total
PRINGLE, LYNN									
072523-050100.2520.332.100		Accounts Payable Travel Reimb		630239		06/30/2023	22540	96.38	100-2520-332-100
								\$96.38	Payee Vendor Total
RCM Health Care Services									
71133282	109.1600.319.825	Cust#17366/OT Svcs/A Bell/062023-062223		63023		06/30/2023	214118	800.00	109-1600-319-825
71133025	109.1600.319.825	Cust#17366/OT Svcs/A Bell/061123-061723		63023	0	06/30/2023	214118	1,232.00	109-1600-319-825
								\$2,032.00	Payee Vendor Total
RICOH USA Inc									
38157364	200.2540.325.400	Cust#3074523/Cont#3253796/Rent/FHN/JUL23		62123		06/21/2023	214093	385.44	200-2540-325-400
506744605200.2540.413.400		Cust#3074523/Cont#5048589/Images/FHN/MAR2		62123		06/21/2023	214093	4,067.86	200-2540-413-400
								\$4,453.30	Payee Vendor Total
Sams Club Direct									
5420	100.1202.415.300	Merchandise/Consumables		63023		06/30/2023	214119	71.78	100-1202-415-300
1605	100.1211.415.811	Merchandise/Consumables		63023		06/30/2023	214119	69.65	100-1211-415-811
1605	100.1216.415.816	Merchandise/Consumables		63023		06/30/2023	214119	69.65	100-1216-415-816
								\$211.08	Payee Vendor Total
Sams Club MC/SYNCB									
P3Y2NF	100.1213.415.400	Diet Coke		61523	0	06/15/2023	214084	31.96	100-1213-415-400
P3Y2NF	100.1213.415.400	MM Grn Hny Ald 32oz		61523	0	06/15/2023	214084	12.68	100-1213-415-400
P3Y2NF	100.1213.415.400	MM Plain Grk Tub 40oz		61523	0	06/15/2023	214084	8.76	100-1213-415-400
P3Y2NF	100.1213.415.400	MM 12oz Trans Cup		61523	0	06/15/2023	214084	10.98	100-1213-415-400
P3Y2NF	100.1213.415.400	Pickup/Shipping		61523	0	06/15/2023	214084	4.00	100-1213-415-400
P3Y2NF	100.1213.415.400	Strawberries 2lb		61523	0	06/15/2023	214084	11.96	100-1213-415-400
P3Y2NF	100.1213.415.400	Cutlery Combo Pack		61523	0	06/15/2023	214084	15.78	100-1213-415-400
P3Y2NF	100.1213.415.400	Blueberries		61523	0	06/15/2023	214084	8.84	100-1213-415-400
P3Y2NF	100.1213.415.400	MM Purified Water		61523	0	06/15/2023	214084	11.94	100-1213-415-400
P3Y2NF	100.1213.415.400	Dx 10 1/16in Plate		61523	0	06/15/2023	214084	17.98	100-1213-415-400
P3Y2NF	100.1213.415.400	Coke		61523	0	06/15/2023	214084	31.96	100-1213-415-400
NZJJGF	115.1207.410.200	JPC PICNIC/MM Water 8oz		61523	0	06/15/2023	214084	8.98	115-1207-410-200
NZJJGF	115.1207.410.200	JPC PICNIC/Variety Pack		61523	0	06/15/2023	214084	6.74	115-1207-410-200
NZJJGF	115.1207.410.200	JPC PICNIC/Honest Kids Organic		61523	0	06/15/2023	214084	25.96	115-1207-410-200
GF	115.1207.410.200	JPC PICNIC/Summer Mix		61523	0	06/15/2023	214084	36.96	115-1207-410-200
FR5	109.1600.410.825	Member's Mark Fruity Snacks (80 oz., 100 ct.)		61523	9001	06/15/2023	214084	59.88	109-1600-410-825

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
NTTYR5	109.1600.410.825	Snyder's Mini Pretzels (1.5 oz., 60 ct.)		61523	9001	06/15/2023	214084	74.90	109-1600-410-825
NTTYR5	109.1600.410.825	SkinnyPop Original Popcorn Snack Bags (0.65 oz		61523	9001	06/15/2023	214084	76.40	109-1600-410-825
NTTYR5	109.1600.410.825	Cheetos Flamin' Hot Crunchy (1 oz., 50 pk.)		61523	9001	06/15/2023	214084	151.84	109-1600-410-825
NTTYR5	109.1600.410.825	Cheetos Crunchy Cheese Flavored Snacks (1 oz.		61523	9001	06/15/2023	214084	151.84	109-1600-410-825
NTTYR5	109.1600.410.825	Pepperidge Farm Goldfish Cheddar Crackers (1.2		61523	9001	06/15/2023	214084	131.40	109-1600-410-825
NTTYR5	109.1600.410.825	Kellogg's Nutri-Grain Bars Variety Pack (1.3 oz.,		61523	9001	06/15/2023	214084	109.80	109-1600-410-825
NZJJGF	115.1207.410.200	JPC PICNIC/Cookie Tray		61523	0	06/15/2023	214084	19.98	115-1207-410-200
								\$1,021.52	Payee Vendor Total
SAUM, KEVIN									
JUN23 PTY400.2559.323.999		Petty Cash Reimb/Safety Lane/Yellow Bus/04142:		630239		06/30/2023	22541	29.01	400-2559-323-999
								\$29.01	Payee Vendor Total
SCHMITT, ALLISON									
050923-05100.2410.401.300		Suppl Reimb/Staff Appreciation		630239		06/30/2023	22542	175.00	100-2410-401-300
050923-05166.2320.410.100		Suppl Reimb/Unified Sports Day		630239	0	06/30/2023	22542	16.98	166-2320-410-100
								\$191.98	Payee Vendor Total
School Dist #46 Community									
MAY23	100.2560.310.800	Unit#276.01/SEDOL Breakfast		63023		06/30/2023	214120	95.27	100-2560-310-800
MAY23	100.2560.310.800	Unit#276.01/SEDOL Lunch		63023		06/30/2023	214120	613.92	100-2560-310-800
								\$709.19	Payee Vendor Total
School Dist #73 Hawthorn									
MAY23	100.2560.310.200	SEDOL Breakfast/JPC		63023		06/30/2023	214121	305.10	100-2560-310-200
MAY23	100.2560.310.200	SEDOL Breakfast/ROE		63023		06/30/2023	214121	1,336.50	100-2560-310-200
MAY23	100.2560.310.200	SEDOL Lunch/JPC		63023		06/30/2023	214121	1,664.70	100-2560-310-200
MAY23	100.2560.310.200	SEDOL Lunch/ROE		63023		06/30/2023	214121	3,155.80	100-2560-310-200
FY23 iNTE100.4120.310.900		FY23 Intergration Payment		63023	0	06/30/2023	214122	104,955.04	100-4120-310-900
								\$111,417.14	Payee Vendor Total
School Specialty LLC									
208132220100.2137.410.900		Trampoline		63023	8887	06/30/2023	214123	79.75	100-2137-410-900
208132220100.2137.410.900		Trampoline		63023	8887	06/30/2023	214123	47.75	100-2137-410-900
208132220100.2137.410.900		Shipping & Handling		63023	8887	06/30/2023	214123	125.00	100-2137-410-900
								\$252.50	Payee Vendor Total
Secretary of State - Inde									
RNWL OF 1100.2320.640.100		Void Rnwl of Notary Public License/A Nunez Casti		6100	0	06/28/2023	213740	(15.00)	100-2320-640-100
								(\$15.00)	Payee Vendor Total

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
Shell/WEX Bank									
89853092	200.2540.464.900	Acct#496004841656/Gasoline/OPNS/JUN23		62123		06/21/2023	214094	708.69	200-2540-464-900
								<u>\$708.69</u>	Payee Vendor Total
SMITH, CAROLYN									
CONF REIM00.2213.312.900		Conf Reimb/Coaching Survival/060523-060623		630239	0	06/30/2023	22543	295.82	100-2213-312-900
								<u>\$295.82</u>	Payee Vendor Total
Sorenson Communications									
4074	100.1207.319.200	Interp Svcs/Brieschke/060523		63023	0	06/30/2023	214124	190.00	100-1207-319-200
4074	100.1207.332.200	Mileage/Brieschke/060523		63023	0	06/30/2023	214124	4.91	100-1207-332-200
								<u>\$194.91</u>	Payee Vendor Total
Southpaw Enterprises Inc									
536474	115.1216.700.800	MILLBURN SENSE GYM/Floor Mats 6x12 V4 (10'		63023	9018	06/30/2023	214125	9,130.00	115-1216-700-800
536474	115.1216.700.800	MILLBURN SENSE GYM/Cust#SE6003/Shipping		63023	9018	06/30/2023	214125	1,278.20	115-1216-700-800
								<u>\$10,408.20</u>	Payee Vendor Total
Spotter LLC									
4001	100.2110.319.900	Social Worker/Schechtman/Wk 060323		61523	0	06/15/2023	214085	2,324.00	100-2110-319-900
4019	100.2110.319.900	Social Worker/Schechtman/Wk 061023		61523	0	06/15/2023	214085	2,158.00	100-2110-319-900
4001	100.2152.319.900	Speech Therapy Svcs/Grube/Wk 060323		61523	0	06/15/2023	214085	2,380.00	100-2152-319-900
								<u>\$6,862.00</u>	Payee Vendor Total
STAR Autism Support									
27998	165.3150.390.825	STAR Comprehensive Workshop (2 days)		63023	8718	06/30/2023	214126	5,000.00	165-3150-390-825
								<u>\$5,000.00</u>	Payee Vendor Total
Sun Life Assurance Compan									
JUL23	100.480.056.400	Policy#9476050001/Disability Premium		63023	0	06/30/2023	214127	5,722.37	100-480-056-400
								<u>\$5,722.37</u>	Payee Vendor Total
TDS									
MAY23	200.2540.341.100	Acct#8479863503/8479862738/Phone Svc/ADM		61523		06/15/2023	214088	(1,013.47)	200-2540-341-100
MAY23	200.2540.341.300	Acct#8475482508/8475485662/Phone Svc/LRM L		61523		06/15/2023	214088	31.39	200-2540-341-300
MAY23	200.2540.341.300	Acct#8475482508/8475482508/Phone Svc/LRM F		61523		06/15/2023	214088	(58.48)	200-2540-341-300
MAY23	200.2540.341.100	Acct#8475488470/Phone Svc/ADM		61523	0	06/15/2023	214088	1,796.87	200-2540-341-100
MAY23	200.2540.341.200	Acct#8475488470/Phone Svc/JPC		61523	0	06/15/2023	214088	45.23	200-2540-341-200
MAY23	200.2540.341.300	Acct#8475482508/8475485682/Phone Svc/LRM A		61523	0	06/15/2023	214088	31.39	200-2540-341-300
MAY23	200.2540.341.400	Acct#8475488470/Phone Svc/FHN		61523	0	06/15/2023	214088	54.09	200-2540-341-400
23	200.2540.341.500	Acct#8475488470/Phone Svc/GLS		61523	0	06/15/2023	214088	222.13	200-2540-341-500

Page 67 of 77

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
MAY23	200.2540.341.500	Acct#8479863503/8479863503/Phone Svc/GLS		61523	0	06/15/2023	214088	585.85	200-2540-341-500
MAY23	200.2540.341.550	Acct#8475488470/Phone Svc/SCMP		61523	0	06/15/2023	214088	62.98	200-2540-341-550
MAY23	200.2540.341.600	Acct#8475488470/Phone Svc/CLA		61523	0	06/15/2023	214088	242.80	200-2540-341-600
MAY23	200.2540.341.950	Acct#8475487032/Phone Svc/FND		61523	0	06/15/2023	214088	55.55	200-2540-341-950
								\$2,056.33	Payee Vendor Total
Teachers Health Insurance									
295303	100.2310.222.900	Acct#3020490/THIS Retired Administrators/JUL23		63023		06/30/2023	214128	6,982.00	100-2310-222-900
								\$6,982.00	Payee Vendor Total
The Home Depot/Supplywork									
750040040200.2540.412.400		Roll Towels		63023	9027	06/30/2023	214129	279.18	200-2540-412-400
750040040200.2540.412.400		Toilet Paper		63023	9027	06/30/2023	214129	145.92	200-2540-412-400
750040040200.2540.412.400		Green Seal Foam Soap		63023	9027	06/30/2023	214129	171.28	200-2540-412-400
750040040200.2540.412.400		Kitchen Roll towels		63023	9027	06/30/2023	214129	36.33	200-2540-412-400
750040040200.2540.412.400		Stride		63023	9027	06/30/2023	214129	63.46	200-2540-412-400
750040040200.2540.412.400		Bowl Cleaner		63023	9027	06/30/2023	214129	37.27	200-2540-412-400
750040040200.2540.412.400		Hog Hair Pad		63023	9027	06/30/2023	214129	15.95	200-2540-412-400
750040040200.2540.412.400		Facial Tissue		63023	9027	06/30/2023	214129	29.31	200-2540-412-400
750040040200.2540.412.400		Bioesque		63023	9027	06/30/2023	214129	113.76	200-2540-412-400
750730400200.2540.412.400		Spitfire		63023	9027	06/30/2023	214129	79.56	200-2540-412-400
750040040200.2540.412.400		33 x 39 liners		63023	9027	06/30/2023	214129	95.16	200-2540-412-400
750040040200.2540.412.400		46 x 50 liners		63023	9027	06/30/2023	214129	33.00	200-2540-412-400
750040040200.2540.412.400		24 x 32 liners		63023	9027	06/30/2023	214129	42.00	200-2540-412-400
								\$1,142.18	Payee Vendor Total
TRESLO, LISA-RAE									
040523-06100.2153.332.200		Audiologist Travel Reimb		630239		06/30/2023	22544	49.46	100-2153-332-200
040523-06100.2153.332.900		Audiologist Travel Reimb		630239		06/30/2023	22544	49.45	100-2153-332-900
								\$98.91	Payee Vendor Total
Uniforms Express									
575486	100.1212.410.600	Vintage Jersey Mens Flatbck Mesh VNeck Raglar		63023	8996	06/30/2023	214130	880.00	100-1212-410-600
575486	100.1212.410.600	Flight Jersey Mens Tricot Mesh Fit Flag Foot (20)		63023	8996	06/30/2023	214130	780.00	100-1212-410-600
575486	100.1212.410.600	Sublimation Set-up fee		63023	8996	06/30/2023	214130	18.75	100-1212-410-600
575486	100.1212.410.600	Shipping		63023	8996	06/30/2023	214130	55.00	100-1212-410-600
								\$1,733.75	Payee Vendor Total
Rad Radio Communicatio									
05879200.2540.323.500		Cust#5383/Kenwood Radio Repair/GLS		63023		06/30/2023	214131	49.75	200-2540-323-500

Rad Radio Communicatio

05879200.2540.323.500

Specialized Data Systems, Inc.

\\SEDOL\SDSv8\finance\Swf_AP07.RPT

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:51 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
119005878200.2540.323.500		Cust#5383/Kenwood Radio Repair/GLS		63023		06/30/2023	214131	83.85	200-2540-323-500
								<u>\$133.60</u>	Payee Vendor Total
UNUM Life Insurance Compa									
JUL23	100.480.056.401	Billing#1304910017/Long Term Care		63023		06/30/2023	214132	3,073.10	100-493-056-401
								<u>\$3,073.10</u>	Payee Vendor Total
UPS									
243	200.2540.329.900	ACCT#W2307X/Shipping Charges		63023		06/30/2023	214133	33.73	200-2540-329-900
								<u>\$33.73</u>	Payee Vendor Total
Verizon Wireless									
993646121200.2540.341.825		Acct#38036856400001/Cell Phone/MAY23		61523		06/15/2023	214086	3,005.10	200-2540-341-825
								<u>\$3,005.10</u>	Payee Vendor Total
Vista Health System									
06172023	100.2134.410.900	Heartsaver CPR/AED cards		63023	9041	06/30/2023	214134	85.00	100-2134-410-900
04242023	100.2134.410.900	Heartsaver CPR/AED cards		63023	8979	06/30/2023	214134	51.00	100-2134-410-900
								<u>\$136.00</u>	Payee Vendor Total
Waste Mgmt Corporate Serv									
365261200200.2540.321.200		Cust#80464852372/Trash Svc/JPC/JUN23/Overa		61523		06/15/2023	214087	109.00	200-2540-321-200
365261200200.2540.321.200		Cust#80464852372/Trash Svc/JPC/JUN23		61523	0	06/15/2023	214087	769.65	200-2540-321-200
								<u>\$878.65</u>	Payee Vendor Total
WEIDNER, RANDALL									
052223S	100.1212.410.600	Suppl Reimb/Zoo Admission		630239		06/30/2023	22545	25.00	100-1212-410-600
060223S	109.1600.410.825	Suppl Reimb/Classroom Material		630239	0	06/30/2023	22545	32.47	109-1600-410-825
								<u>\$57.47</u>	Payee Vendor Total
WILT, JULIE									
060623	100.2310.310.100	Substitute Teacher License Reimb		630239	0	06/30/2023	22546	50.00	100-2310-310-100
								<u>\$50.00</u>	Payee Vendor Total
ZEGAR KELLER, EMILY									
053023-06	100.2152.310.900	Speech Therapy Svcs		61523	0	06/15/2023	214077	1,674.00	100-2152-310-900
								<u>\$1,674.00</u>	Payee Vendor Total
Report Total								<u><u>\$445,759.44</u></u>	

Paid Accounts Payable by Vendor

Printed: 7/5/2023 10:53 AM

Sedol

Expense on Date: 6/01/2023 to 6/30/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
Al Warren Oil Co Inc									
W1570116	400.163	Cust#C06788/Gasohol Unleaded/School Buses		63023		06/30/2023	214098	11,619.30	400-163
W1571889	400.163	Cust#C06788/Gasohol Unleaded/School Buses		63023		06/30/2023	214098	10,109.88	400-163
								<u>\$21,729.18</u>	Payee Vendor Total
Esscoe									
59367	200.2540.323.550	Cust#2642/Job#45601/Replace Software House/L		63023	0	06/30/2023	214104	12,385.00	200-2540-323-550
								<u>\$12,385.00</u>	Payee Vendor Total
Guardian									
JUL23	100.480.056.301	Group#361640/Dental Premium		63023		06/30/2023	214107	15,453.26	100-493-056-301
								<u>\$15,453.26</u>	Payee Vendor Total
Lakeside Transportation									
1005058	400.2559.331.830	Acct#9250/SEDOL Billing/MAY23		63023		06/30/2023	214110	68,722.44	400-2559-331-830
								<u>\$68,722.44</u>	Payee Vendor Total
Maxim Healthcare Services									
E97938503100.2134.319.300		Acct#ERM106880366/School RN/Estrada/050823		61523	0	06/15/2023	214082	11,942.50	100-2134-319-300
E97938503100.2134.319.300		Acct#ERM106880366/School RN/Sagel/050823-0		61523	0	06/15/2023	214082	10,347.90	100-2134-319-300
								<u>\$22,290.40</u>	Payee Vendor Total
Net 56									
15462	111.2225.310.900	Managed IT Services/JUN23		63023	0	06/30/2023	214114	30,007.55	111-2225-310-900
								<u>\$30,007.55</u>	Payee Vendor Total
School Dist #73 Hawthorn									
FY23 iNTE100.4120.310.900		FY23 Intergration Payment		63023	0	06/30/2023	214122	104,955.04	100-4120-310-900
								<u>\$104,955.04</u>	Payee Vendor Total
Southpaw Enterprises Inc									
536474	115.1216.700.800	MILLBURN SENSE GYM/Floor Mats 6x12 V4 (10		63023	9018	06/30/2023	214125	9,130.00	115-1216-700-800
								<u>\$9,130.00</u>	Payee Vendor Total
Report Total								<u><u>\$284,672.87</u></u>	

Fund Balance Report

Printed: 7/21/2023 10:59 AM
Sedol

Fund 0								
Account Number	Description	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance
0	Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100	EDUCATION	6,680,171.96	1,280,892.25	36,043,308.47	37,020,593.41	977,284.94	13,895,319.96	14,872,604.90
109	ESY	332,617.59	0.00	336,988.16	0.00	(336,988.16)	(114,704.82)	(451,692.98)
110	ESY	0.00	0.00	215,177.71	170,048.27	(45,129.44)	(21,669.60)	(66,799.04)
111	ADMIN OUTREACH	32,857.55	52,792.07	442,691.49	180,757.02	(261,934.47)	(240,858.44)	(502,792.91)
112	MEDICAID FFS	484,232.65	233,988.48	501,894.73	829,321.00	327,426.27	(122,463.43)	204,962.84
113	TRS ON BEHALF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
114	ITINERANTS	192,080.61	43,431.90	933,127.58	522,368.88	(410,758.70)	(374,962.87)	(785,721.57)
115	DONATIONS	28,868.50	31,918.79	420,079.36	315,476.95	(104,602.41)	285,226.33	180,623.92
116	IDEA PRESCHOOL-EVEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
117	IDEA PRESCHOOL-ODD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
118	ROE SAFE SCHOOL-EVEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
119	ROE SAFE SCHOOL-ODD	225,337.84	94,815.24	1,074,310.11	849,703.49	(224,606.62)	0.02	(224,606.60)
120	CONTRACTUAL	370,218.86	8,085.00	1,653,908.57	1,590,475.89	(63,432.68)	(94,577.66)	(158,010.34)
121	Fund 121	0.00	0.00	0.00	0.00	0.00	0.00	0.00
125	Fund 125	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	TRANSITION/STEP - EVEN	0.00	0.00	2,551.13	4,300.00	1,748.87	(94,591.03)	(92,842.16)
131	TRANSITION/STEP - ODD	36,753.43	8,600.00	220,895.96	107,900.00	(112,995.96)	(83,751.59)	(196,747.55)
133	COPY CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
134	Fund 134	0.00	0.00	0.00	0.00	0.00	0.00	0.00
135	Fund 135	0.00	0.00	0.00	0.00	0.00	0.00	0.00
140	DHS/TS - EVEN	0.00	0.00	(5,398.05)	0.00	5,398.05	(5,796.00)	(397.95)
141	DHS/TS - ODD	121.16	0.00	121,283.41	115,463.00	(5,820.41)	(13,208.91)	(19,029.32)
150	Fund 150	0.00	0.00	0.00	0.00	0.00	0.00	0.00
151	Fund 151	0.00	0.00	0.00	0.00	0.00	0.00	0.00
153	IDEA-B FLOW THROUGH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
155	Fund 155	0.00	0.00	0.00	0.00	0.00	0.00	0.00
156	ALOP GRANT	0.00	0.00	292,117.72	0.00	(292,117.72)	1,243,921.21	951,803.49

Fund Balance Report

Printed: 7/21/2023 10:59 AM
Sedol

Fund 157 157								
Account Number	Description	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance
157	Fund 157	0.00	0.00	0.00	0.00	0.00	0.00	0.00
159	MISC. GRANTS	23,315.55	0.00	140,831.21	391,020.32	250,189.11	26,928.96	277,118.07
163	IDEA B FLOW THROUGH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
165	ESSER	55,962.10	87,332.00	1,169,103.27	1,741,317.00	572,213.73	(400,440.10)	171,773.63
166	ALOP GRANT	110,954.90	321,437.07	636,256.22	1,285,748.28	649,492.06	532,656.78	1,182,148.84
167	Fund 167	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200	Oper, Build, & Maint Fund	234,318.96	1,232.50	2,706,148.10	3,240,060.12	533,912.02	2,905,963.24	3,439,875.26
300	Debt Service Fund or Fund Group	0.00	0.00	467,750.00	470,493.39	2,743.39	177,076.25	179,819.64
400	Transportation Fund	99,578.49	0.00	684,400.64	231,965.41	(452,435.23)	1,072,788.69	620,353.46
500	I.M.R.F./Soc. Sec. Fund	115,383.82	295.66	766,463.13	1,438,533.14	672,070.01	1,779,000.55	2,451,070.56
600	Capital Projects Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900	Fund 900	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Total:		<u>9,022,773.97</u>	<u>2,164,820.96</u>	<u>48,823,888.92</u>	<u>50,505,545.57</u>	<u>1,681,656.65</u>	<u>20,351,857.54</u>	<u>22,033,514.19</u>

Date: July 27, 2023
 To: Dr. Valerie Donnon, SEDOL Superintendent
 Members of the Board
 From: Dr. Laura Wojcik, Assistant Superintendent of Human Resources
 Subject: Personnel Recommendations and Vacancies

1. **Request for Contracts - Educational Support Personnel**

<u>Name</u>	<u>Position, Location</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective Date</u>
Blaylock, Suzanne	Paraprofessional, Gages Lake School	BA/BS, University of IL Chicago	\$19.19/hr	August 16, 2023
Brannon, Michelle	Paraprofessional, Gages Lake School		\$22.67/hr	August 16, 2023
Brannon, Tara	Paraprofessional, Sector		\$22.67/hr	August 21, 2023
Burns, Denise	Paraprofessional, Sector		\$22.67/hr	August 21, 2023
Crump, Whittni	Paraprofessional,, Fairhaven School		\$18.05/hr	August 16, 2023
Diaferio, Jenna	Paraprofessional, Gages Lake School	BA/BS, Judson University	\$22.93/hr	August 16, 2023
Fabry, Tricia	Paraprofessional, Sector		\$18.97/hr	August 21, 2023
Fleece, Savannah	Paraprofessional, Sector		\$18.97/hr	August 21, 2023
Giudice, Lisa	Paraprofessional, Laremont School		\$18.05/hr	August 16, 2023
Johnson, Hannah	Paraprofessional, Fairhaven School		\$18.05/hr	August 16, 2023
Jones, Autumn	Paraprofessional, Gages Lake School		\$20.94/hr	August 16, 2023
Kerrigan, Megan	Paraprofessional, Fairhaven School		\$19.45/hr	August 16, 2023
Kirkpatrick, Mya	Paraprofessional, Fairhaven School		\$18.05/hr	August 16, 2023
Loeza, Mary	Paraprofessional, Fairhaven School		\$18.05/hr	August 16, 2023
Martinez, Tifini	Paraprofessional, Fairhaven School		\$18.05/hr	August 16, 2023

Moll, Madeline	Sign Language Interpreter		\$23.85/hr	August 10, 2023
Mueller, Denise	Vocational Facilitator	BS, Illinois State University	\$29.94/hr	August 11, 2023
Ninkovich, Marissa	Paraprofessional, Laremont School		\$18.97/hr	August 16, 2023
Peters, Hannah	Paraprofessional, Laremont School		\$20.43/hr	August 16, 2023
Petrancosta, Joseph	Paraprofessional, Gages Lake School		\$22.67/hr	August 16, 2023
Piotnes, Maria	Paraprofessional, Fairhaven School		\$18.05/hr	August 16, 2023
Ramsey, Desha	Paraprofessional, Fairhaven School		\$18.05/hr	August 16, 2023
Rivas, Neyri	Paraprofessional, Fairhaven School		\$18.05/hr	August 16, 2023
Robinson, Keirona	Paraprofessional, Gages Lake School		\$18.51/hr	August 16, 2023
Rodriguez, Miriam	Paraprofessional, Regional Safe School		\$22.67/hr	August 16, 2023
Salafatinos-Barger, Amanda	Vocational Facilitator		\$34.92/hr	August 11, 2023
Taylor, Tykia	Paraprofessional, Gages Lake School		\$21.36/hr	August 16, 2023

2. **Request for Contracts - Licensed Staff**

<u>Name</u>	<u>Position, Location</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective Date</u>
Battsogt, Erdenechimeg (Kim)	Registered Nurse 1:1	BSN, University of Pennsylvania	\$55,853	August 16, 2023
Kline, Sara	Assistant Principal, Laremont School	MA, Northwestern IL University	\$80,468	August 16, 2023
Kostas, Bailey	Behavior Specialist	MA, ???	\$75,585	August 16, 2023
McNeil, Elizabeth	Registered Nurse 1:1	MA, IL Chamberlain College of Nursing	\$62,500	August 21, 2023
Preble, Kurt	Principal, Cyd Lash Academy	MA/MS, Olivet Nazarene University	\$114,392 (prorated)	August 1, 2023
Ramsland, Bridget	APE Itinerant	MA, Aurora University	\$78,3888	August 16, 2023

Stein, Erica	Registered Nurse, John Powers Center	BSN, Loyola University	\$25,133.85 (.45 fte)	August 16, 2023
Zabin, Miles	Speech/ Language	MS, IL Midwest University	\$54, 302	August 16, 2023

3. Resignations/Retirements - Educational Support Personnel

<u>Name</u>	<u>Position, Location</u>	<u>Original Hire Date</u>	<u>Effective Date</u>
Adams, Vicky	Paraprofessional, Sector	November 11, 2019	Resigned June 1, 2023
Kane, Amy	Payroll	November 23, 2015	Resigned July 19, 2023
Kuperman, Rebecca	Paraprofessional, Sector	October 20, 2014	Resigning August 4, 2023
Lueders, Jill	Clerical, Administration Building	October 2, 2013	Resigned July 10, 2023

4. Resignations/Retirements - Licensed Staff

<u>Name</u>	<u>Position, Location</u>	<u>Original Hire Date</u>	<u>Effective Date</u>
Cerny, Claire	Social Worker, Laremont School	August 12, 2019	Reigning July 31, 2023
Hoffer, Carolyn	Behavior Specialist	August 13, 2020	Resigned June 21, 2023
McThenia, Cathy	Teacher, Regional Safe School	January 20, 1998	Retiring at the end of the 2026-27 school year
Moy, Tansy	Teacher, Fairhaven School	December 6, 2021	Resigned July 13, 2023
Williamson, Derrick	Assistant Principal, Cyd Lash Academy	August 1, 2019	Resigned June 30, 2023

5. Leave of Absence - Educational Support Staff

6. Leave of Absence - Licensed Staff

7. 2023-24 SEDOL Vacancies as of July 21, 2023

1	Assistant Principal of the Regional Safe School	RSSP
1	Assistant Principal Cyd Lash Academy	Cyd Lash
1	District Crisis and Safety Specialist	Administration
1	Accounting and Resource Development Specialist	Administration
1	Human Resource and Communications Specialist	Administration
1	School Psychologist (Part-Time)	Administration
1	Behavior Specialist Cyd Lash	Cyd Lash
1	Behavior Specialist District Wide	Administration
1	Behavior Specialist GLS	Gages Lake
1	Lasso I Teacher	Millburn Middle
1	Lasso II Teacher	Spaulding
4	Lasso III Teacher	Fairhaven
1	SAB Teacher Grades 4-6	Gages Lake
1	Base Classroom Teacher	RSSP
1	LBS1 Resource Teacher	RSSP
1	DHH Teacher (leave coverage)	Grayslake North
1	Speech Language Pathologist	Administration
1	Speech Language Pathologist (Part-Time)	Administration
6	Social Worker	Administration
1	Administrative Assistant to Sector	Administration
1	Administrative Assistant Educational Services	Administration
1	Audiologist Full-time	Administration
1	O&M Part-Time	Administration
1	RN	Various
1	Certified School Nurse	Various
1	Bilingual Special Education Teacher	Various
1	Lasso II Teacher	Millburn Elementary
1	Lasso II Teacher	Millburn Middle
1	Lasso II Teacher	Hawthorn Elementary
1	EC Teacher	Fairhaven
1	EC Teacher (Part-Time)	Loremont
1	ED Teacher Middle School	Cyd Lash
1	Project Search Paraprofessional	RSSP
2	Vocational Facilitator	Various
1	Community Exp. Coach	Various
1	Part Time Receptionist	John Powers

2023-24 SEDOL ORGANIZATIONAL CHART

DRAFT

SUPERINTENDENT

CURRICULUM &
ASSESSMENT

EDUCATIONAL
SERVICES

HUMAN
RESOURCES

BUSINESS/
CSBO

DIRECTOR OF
INNOVATION &
TECHNOLOGY

PRINCIPALS

DIRECTOR OF
SPECIAL
SERVICES

HUMAN
RESOURCES/
COMMUNICATION
SPECIALIST

DISTRICT CRISIS
AND SAFETY
SPECIALIST

ACCOUNTING/
RESOURCE
DEVELOPMENT
SPECIALIST

DIRECTOR OF
OPERATIONS &
MAINTENANCE

ASSISTANT
PRINCIPALS

COORDINATOR
HEALTH SERVICES

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

18160 W Gages Lake Road, Gages Lake, Illinois 60030-1819

847-548-8470 Fax 847-548-8472 VP 224-207-8476

www.sedol.us

Valerie M. Donnan, Ed.D.

Superintendent

Date: July 27, 2023

To: Dr. Valerie Donnon, SEDOL Superintendent
Members of the Board

From: Dr. Laura Wojcik, Assistant Superintendent of Human Resources

Subject: Addendum to the Personnel Recommendations

1. Request for Contracts - Educational Support Personnel

<u>Name</u>	<u>Position, Location</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective Date</u>
Hanson, Risa	Interim Accounting and Resource Development Specialist		\$56,156.25	July 26, 2023

2. Request for Contracts - Licensed Staff

<u>Name</u>	<u>Position, Location</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective Date</u>
Bolin, Robert	Director of Special Services	MA/MS, Northeastern IL University	\$132,343 <i>(prorated)</i>	August 1, 2023
Dungca, Alison	Speech/Language Pathologist, Sector	MA/MS, CA State University	\$53,081	August 16, 2023
Foss, Edward	Art Teacher, Various	MA, University of IL, Chicago	\$82,198 <i>(prorated)</i>	August 16, 2023
Hagedorn, Teresa	Assistant Principal, Cyd Lash Academy	MA, Aurora University	\$77,700 <i>(prorated)</i>	August 1, 2023
Olsen, Kelly	Principal, Fairhaven School	Ed.D., Arizona Northcentral University	\$123,189 <i>(prorated)</i>	July 31, 2023

3. Resignations/Retirements - Educational Support Personnel

<u>Name</u>	<u>Position, Location</u>	<u>Original Hire Date</u>	<u>Effective Date</u>
Dessain, Jodi	Paraprofessional, Sector	August 23, 2022	Resigned July 24, 2023
Graham, Audra	Vocational Facilitator	September 1, 2022	Resigned July 14, 2023
Mueller, Denise	Paraprofessional, Cyd Lash Academy	February 4, 2011	Resigned July 9, 2023 to accept position of Vocational Facilitator starting August 16, 2023
Nordby, Lisa	Paraprofessional, Laremont School	January 17, 2023	Resigned July 14, 2023

4. Resignations/Retirements - Licensed Staff

<u>Name</u>	<u>Position, Location</u>	<u>Original Hire Date</u>	<u>Effective Date</u>
Hagedorn, Teresa	Teacher, Cyd Lash Academy	August 21, 2006	Resigned July 26, 2023 to accept to Assistant Principal Position at Cyd Lash Academy
Kuffell, Grace	Registered Nurse	August 12, 2019	Resigned July 24, 2023
Treslo, Lisa Rae	Audiologist, John Powers Center	April 19, 1999	Retiring at the end of the 2026-27 school year

5. Leave of Absence - Licensed Staff

<u>Name</u>	<u>Position, Location</u>	<u>Effective Date</u>
Saville, Shaun	Social Worker, Cyd Lash Academy	Unpaid leave of absence for the 2023-24 school year



Valerie M. Donnan, Ed.D.
Superintendent

Minutes

**SEDOL EXECUTIVE BOARD MEETING
May 25, 2023 (Amended July 27, 2023)**

CALL TO ORDER

The regular meeting of the SEDOL Executive Board was called to order by President Pahl at 9:31 a.m. on Thursday, May 25, 2023 at the SEDOL Administrative Offices in Gages Lake, Illinois.

ROLL CALL

Board Members Present

Dr. Lynn Glickman, Superintendent, Grayslake Community Consolidated D46
Dr. Jason Lind, Superintendent, Millburn D24
Ms. Carey McHugh, Governing Board Member, Wauconda Unit D118
Ms. Joanne Osmond, Governing Board Member, Lake Villa D41
Ms. Odie Pahl, Governing Board Member, Gurnee D56
Dr. Christine Sefcik, Superintendent, Grant High School D124
Dr. Michael Karner, Superintendent, Lake County Regional Office of Education

Board Members Absent

Dr. Donn Mendoza, Superintendent, Round Lake Unit D116

Staff Members Present

Dr. Valerie Donnan, Superintendent
Ms. Joyce Loris, Assistant Superintendent of Business
Mr. Bob Taterka, Assistant Superintendent of Educational Services
Dr. Laura Wojcik, Assistant Superintendent of Human Resources
Ms. Sara Martinez, Recording Secretary
Ms. Sandra Callahan, SSSA Union President
Ms. Michelle Clark, STU Union President

Guest

Mr. Peter Graves, Graves Design Group

PLEDGE OF ALLEGIANCE

Mr. Pahl asked everyone to stand and join in the pledge of allegiance.

ACCEPTANCE OF AGENDA

Motion to Accept the Agenda

Motion by Dr. Jason Lind, second by Dr. Lynn Glickman, to accept the agenda as presented.

<u>Voice Vote:</u>	Ayes:	Dr. Jason Lind Ms. Carey McHugh Dr. Christine Sefcik	Dr. Lynn Glickman Ms. Joanne Osmond Dr. Michael Karner Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

CONSENT AGENDA

Motion to Approve Consent Agenda

Motion by Dr. Lynn Glickman, second by Dr. Jason Lind, to approve the consent agenda as follows.

Approved Minutes

Public hearing minutes and public and closed session minutes of the regular meeting of April 27, 2023.

Financial Matters

Paid Accounts Payable List: The following expenditures represent the May, 2023 accounts payable list:

Accounts Payable	\$1,156,529.12
Payroll Liabilities 04/28/23	\$731,500.39
Net Payroll 04/28/23	\$902,787.25
Payroll Liabilities 05/15/23	\$726,130.50
Net Payroll 05/15/23	<u>\$876,380.96</u>
TOTAL	\$4,393,328.22

Treasurer’s Report: Report for April, 2023

Closed Session Minutes/Recordings

The Board recommended the minutes from the following meetings remain confidential and that all previously reviewed minutes remain closed:

- October 27, 2022 Employee, Collective Bargaining, Real Property and Litigation Matters
- November 21, 2022 Employee, Collective Bargaining and Real Property Matters
- December 15, 2022 Employee, Collective Bargaining, Real Property, Security, and Litigation Matters
- January 26, 2023 Employee, Collective Bargaining, Real Property and Litigation Matters
- March 23, 2023 Employee, Collective Bargaining and Litigation Matters

In addition, the Board recommended the destruction of verbatim recordings for the following closed session meetings:

- | | |
|-----------------|--------------------|
| May 27, 2021 | September 23, 2021 |
| June 24, 2021 | October 28, 2021 |
| August 26, 2021 | November 11, 2021 |

Personnel Matters

Recommended employment of the following applicants, with work assignment and start date as indicated, subject to completion of the physical examination and forms, as required by Section 24-6 of the School Code, successful completion of a criminal background investigation as required by Section 10-21.9 of the School Code, a Child Abuse Registry check, and submission of all forms, documents, and certifications as required by law and/or requested by SEDOL for the position.

1. Requests for Contracts

Educational Support Personnel

- Diaz, Tahiri - 1:1 Registered Nurse- Billed to D56
- Budget Approved Vacancy
- \$34,786
- August 16, 2023

Jones, Fiona

- Paraprofessional – Sector
- Budget Approved Vacancy
- \$16.72/hr
- April 3, 2023

Kromm, Hannah

- Paraprofessional – Sector
- Budget Approved Vacancy
- \$17.14/hr
- May 1, 2023

Kromm, Kimberly

- Paraprofessional – Sector
- Budget Approved Vacancy
- \$17.14/hr
- April 17, 2023

Licensed

Alfaro, Elizabeth

- Teacher – Laremont School
- Budget Approved Vacancy
- BA, Southern Illinois University
- \$45,412
- August 16, 2023

Anderson, Scott

- Teacher – Gages Lake School
- Budget Approved Vacancy
- MA, Concordia University
- \$74,622
- August 16, 2023

Grube, Bonnie

- Speech/Lang Pathologist – Laremont School/Sector
(*correction*)
- Budget Approved Vacancy
- MS, Rush University
- \$81,322
- August 16, 2023

Rowley, Colin

- Teacher – Gages Lake School
- Budget Approved Vacancy
- BA, Northern IL University
- \$51,806
- August 16, 2023

2. Resignations/Retirements

Educational Support Personnel

Block, Ashley

- Paraprofessional – Laremont School
- Original Hire Date: October 11, 2022
- Resigning July 13, 2023

Cortes, Jessica

- Paraprofessional – Regional Safe School Program
- Original Hire Date: April 11, 2023
- Resigning at the end of the 22-23 school year

Curtis, Chantell

- Paraprofessional – Sector
- Original Hire Date: August 13, 2018
- Resigning at the end of the 22-23 school year

- Dehmlow, Ann
 - Registered Nurse – Fairhaven School
 - Original Hire Date: August 24, 1998
 - Retiring June 1, 2024

- Esquivel, Andrea
 - Paraprofessional – Sector
 - Original Hire Date: June 9, 2022
 - Resigning at the end of the 22-23 school year

- Gamino, Julissa
 - Paraprofessional – Sector
 - Original Hire Date: October 17, 2022
 - Resigned May 23, 2023

- Heerema, Briana
 - Paraprofessional – Fairhaven School
 - Original Hire Date: June 14, 2021
 - Resigning at the end of the 22-23 school year

- Herina, Doreen
 - Registered Nurse – Laremont School
 - Original Hire Date: August 15, 2005
 - Retiring June 1, 2023

- Huseby, Jussara
 - Vocational Facilitator
 - Original Hire Date: November 4, 2013
 - Resigned May 12, 2023

- Jacobs, Karen
 - Bookkeeper
 - Original Hire Date: October 24, 2011
 - Changed retirement date from June 30, 2023 to May 31, 2023

- Owens, Keli
 - Paraprofessional – Sector
 - Original Hire Date: December 3, 2013
 - Resigning at the end of the 22-23 school year

- Sath, Tiffany
 - Paraprofessional – Gages Lake School
 - Original Hire Date: August 16, 2021
 - Resigning at the end of the 22-23 school year to accept a teaching position for the 23-24 school year

- Siurek, Karen
 - Paraprofessional – Gages Lake School
 - Original Hire Date: September 5, 2017
 - Resigning at the end of the 22-23 school year

- Licensed Staff

- Dittmer, Tegan
 - Principal – Fairhaven School
 - Original Hire Date: August 1, 2013
 - Resigning June 30, 2023

- Magna, Pam
 - Principal – Cyd Lash Academy
 - Original Hire Date: August 1, 2020
 - Resigning June 30, 2023

- Mantzoros, Kristen
 - Psychologist – Fairhaven School
 - Original Hire Date: August 13, 2020
 - Resigning at the end of the 22-23 school year

5. SEDOL Vacancies- as of 05/19/2023

Vacancies 2023-24 School Year

1	Anticipated Principal Cyd Lash	Cyd Lash	
1	Anticipated Principal-Fairhaven School	Fairhaven	
1	Behavior Specialist	Fairhaven	
1	Lasso II Teacher	Spaulding	<i>Contract Pending</i>
1	ELP Teacher	Laremont	<i>Contract Pending</i>
3	Lasso III Teacher	Fairhaven	<i>1 contract pending</i>
1	ED Teacher	Gages Lake	<i>Contract Pending</i>
1	DHH Teacher	JPC	<i>Contract Pending</i>
4.4	Speech Language Pathologist	Administration	<i>1 contract pending</i>
4	Social Worker	Administration	<i>2 contracts pending</i>
1	Audiologist Part-time	Administration	
8	Sign Language Interpreter	JPC	
31	Paraprofessionals	Various	
8	1:1 Paraprofessionals	Various	
5	Registered Nurse	Various	<i>3 contracts pending</i>
1	Certified School Nurse	Various	<i>contract pending</i>
1	Bilingual Special Education Teacher	Various	
1	Lasso II Teacher	Spaulding	
1	Lasso II Teacher	Millburn Elem	<i>Contract pending</i>
1	Lasso II Teacher	Millburn Middle	<i>Contract pending</i>
1	Lasso II Teacher	Hawthorn Elem	
3	LASSO 3 Teachers	Fairhaven	<i>1 Contract Pending</i>
1	Adapted PE teacher	Various	<i>Contract pending</i>
1	Art Therapist	Various	
1	PT Hearing Intinerant	Various	
1	PT Voc Facilitator-PT Special Assignment	Various	
1	Occupational Therapist	Various	<i>Contract pending</i>
1	Part-Time Occupational Therapist	Various	
1	Part-Time Physical Therapist	Various	
2	Vocational Facilitator	Various	
1	Community Exp. Coach	Various	
1	Assistant Principal John Powers	John Powers	
1	Assistant Principal Laremont	Laremont	

RECOGNITION

STARS Student

The Board recognized a student from Ms. Smith's class at Millburn Elementary School as the May STARS Student. This student has shown behavior and academic growth in leaps and bounds this year. He demonstrates responsibility and his ability to see his own positive changes is such an achievement.

Employee of the Month

The Board recognized Ms. Lynette Edwards, Speech and Language Pathologist as May's Employee of the Month. Ms. Edwards is a great asset to SEDOL. She is knowledgeable about many different specialties not just speech. Her willingness to help both students and staff in and out of the classroom is just one of her many strengths that make her so deserving of this award.

PUBLIC COMMENT

A non-member district parent shared a letter the board.

OLD BUSINESS

Resolution Adoption

Motion to Adopt Resolution

Motion by Ms. Joanne Osmond, second by Ms. Carey McHugh, to adopt the resolution authorizing an interfund transfer as presented.

Administration recommended the Board adopt the resolution authorizing an interfund transfer of \$2,150,000 from the Education Fund to the Operations and Maintenance Fund.

<u>Roll Call Vote:</u>	Ayes:	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind	Ms. Joanne Osmond Dr. Michael Karner Dr. Lynn Glickman Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Policy Revisions 2nd Reading and Approval

Motion to Approve Policy Revisions

Motion by Ms. Joanne Osmond, second by Dr. Christine Sefcik, to approve the policy revisions as presented.

Revisions to the following policies were approved by the Board: *05:30 Hiring Process and Criteria; 05:90 Abused and Neglected Child Reporting; 5:150 Personnel Records; 6:230 Library Media Program.*

<u>Voice Vote:</u>	Ayes:	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind	Ms. Joanne Osmond Dr. Michael Karner Dr. Lynn Glickman Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

CLOSED SESSION

Motion to Enter into Closed Session

At 9:48 a.m. Dr. Christine Sefcik moved, second by Dr. Lynn Glickman, for the Board to enter into closed session to discuss:

The placement of individual students in special education programs and other matters relating to individual students.

<u>Roll Call Vote:</u>	Ayes:	Ms. Joanne Osmond Dr. Michael Karner Dr. Lynn Glickman	Dr. Christine Sefcik Dr. Jason Lind Ms. Carey McHugh Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Motion to Return to Public Session

At 10:23 a.m. Ms. Carey McHugh moved, second by Ms. Joanne Osmond, for the Board to return to public session.

<u>Voice Vote:</u>	Ayes:	Dr. Christine Sefcik Dr. Jason Lind Ms. Carey McHugh	Dr. Michael Karner Dr. Lynn Glickman Ms. Joanne Osmond Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

While in closed session, the Board discussed individual students in special education.

NEW BUSINESS

Request for Non-Member District Placements

1. **Motion to Approve Request**

Motion by Ms. Carey McHugh, second by Dr. Lynn Glickman, to approve the request by Kildeer D96 for continuation of placement in SEDOL program as presented.

Kildeer School District 96 requested continuation of placement for one student at John Powers Center.

<u>Roll Call Vote:</u>	Ayes:	None	
	Nays:	Dr. Michael Karner Dr. Lynn Glickman Ms. Joanne Osmond	Dr. Jason Lind Ms. Carey McHugh Dr. Christine Sefcik Ms. Odie Pahl
	Absent:	Dr. Donn Mendoza	

MOTION FAILED

2. **Motion to Approve Request**

Motion by Ms. Joanne Osmond, second by Ms. Carey McHugh, to approve the request by **Lake Zurich School District 95** for a new placement in SEDOL program as presented.

Lake Zurich School District 95 requested a new placement for one student in the John Powers Center DHH Program.

<u>Roll Call Vote:</u>	Ayes:	Dr. Christine Sefcik Dr. Jason Lind Ms. Carey McHugh	Dr. Michael Karner Dr. Lynn Glickman Ms. Joanne Osmond Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Appointment of Authorized Agent/Representative

Motion to Appoint Authorized Agent/Representative

Motion by Ms. Joanne Osmond, second by Dr. Christine Sefcik, to appoint Ms. Suzana Peterson to serve as SEDOL's IMRF, TRS, and FOIA authorized agent/representative as presented.

The Board approved Ms. Suzana Peterson, Director of Business, be appointed as the authorized IMRF agent, FOIA agent, and TRS representative effective July 1, 2023.

<u>Roll Call Vote:</u>	Ayes:	Dr. Lynn Glickman Ms. Joanne Osmond Dr. Michael Karner	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Summer Project Updates

Dr. Donnan along with Mr. Peter Graves from Graves Design Group provided the Board with FY23 summer project updates. These projects include retention pond fencing and a Laremont outdoor sensory area. Proposed projects presented for FY24 include administration building interior painting, dry pipe sprinkler, mechanical system and building automation system (BAS) replacement, pavement sealcoat and striping.

CLOSED SESSION

Motion to Enter into Closed Session

At 10:31 a.m. Ms. Carey McHugh moved, second by Ms. Joanne Osmond, for the Board to enter into closed session to discuss:

1. The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal.
3. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
4. The setting of a price for sale or lease of property owned by the public body.

3. On May 18th, SEDOL students enjoyed a day partnered with CLC, Educational Learning Solutions and many SEDOL volunteers for the 2nd annual Unified Sports Day. This is a day where students across the SEDOL campus come together for unified events.
4. SEDOL students will be enjoying upgrades to the Laremont Gross Motor Room due to the success of the Laremont PSO Trivia Night.
5. JPC students and staff are experiencing the new updates to technology earlier than anticipated which is assisting their learning!
6. Administration along with four SEDOL nominees (Angel O'Rourke, Candy Tackes, Juliette Sheedy, and Rosie Vondrak) attended the Educator of the Year celebration at the Lake County Fair Grounds hosted by the Regional Office of Education.

B. Recognition of Retirees

SEDOL recognizes the following retirees for their dedication and service:

<u>Name</u>	<u>Position</u>	<u>Hire Date</u>
Nancy Curtis	Paraprofessional	8/17/2001
Laura E. Fitzmaurice	Registered Nurse	8/24/1995
Monica Harding	Teacher	8/20/1999
Doreen M. Herina	Registered Nurse	8/15/2005
Karen Jacobs	Bookkeeper	10/24/2011
Teresa Lundstrom	Sign Lang Interpreter	8/25/2003
Cynthia L. Nolan	Paraprofessional	8/12/2019
Michael K. O'Brien	Principal	7/1/2011
Flavia Orante	Paraprofessional	9/3/1987
Maria Schrubbe	Interpreter	8/23/2010
Florence Shaw	Teacher	8/18/1997
Marina Solinski	Paraprofessional	10/21/2019
Kim Woodruff	Paraprofessional	1/29/2001
Gail Wright	Teacher	8/29/1988

ADJOURNMENT

Motion to Adjourn

At 10:45 a.m. Dr. Christine Sefcik moved, second by Dr. Lynn Glickman, to adjourn the meeting.

<u>Voice Vote:</u>	Ayes:	Dr. Christine Sefcik Dr. Jason Lind Ms. Carey McHugh	Dr. Michael Karner Dr. Lynn Glickman Ms. Joanne Osmond Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Donn Mendoza	

MOTION CARRIED

Respectfully submitted by,

Sara Martinez
Recording Secretary

Approved by:

Ms. Odie Pahl
Board President

Dr. Valerie M. Donnan
Board Secretary



Valerie M. Donnan, Ed.D.
Superintendent

Minutes

**SEDOL EXECUTIVE BOARD MEETING
June 22, 2023**

CALL TO ORDER

The regular meeting of the SEDOL Executive Board was called to order by President Pahl at 9:32 a.m. on Thursday, June 22, 2023 at the SEDOL Administrative Offices in Gages Lake, Illinois.

ROLL CALL

Board Members Present

Dr. Jason Lind, Superintendent, Millburn D24
Ms. Carey McHugh, Governing Board Member, Wauconda Unit D118
Dr. Donn Mendoza, Superintendent, Round Lake Unit D116
Ms. Joanne Osmond, Governing Board Member, Lake Villa D41
Ms. Odie Pahl, Governing Board Member, Gurnee D56
Dr. Christine Sefcik, Superintendent, Grant High School D124
Dr. Michael Karner, Superintendent, Lake County Regional Office of Education (arrived at 9:41 a.m.)

Board Members Absent

Dr. Lynn Glickman, Superintendent, Grayslake Community Consolidated D46

Staff Members Present

Dr. Valerie Donnan, Superintendent
Ms. Joyce Loris, Assistant Superintendent of Business
Mr. Bob Taterka, Assistant Superintendent of Educational Services
Dr. Laura Wojcik, Assistant Superintendent of Human Resources
Ms. Suzana Peterson, Director of Business
Ms. Sara Martinez, Recording Secretary
Ms. Sandra Callahan, SSSA Union President

PLEDGE OF ALLEGIANCE

Mr. Pahl asked everyone to stand and join in the pledge of allegiance.

ACCEPTANCE OF AGENDA

Motion to Accept the Agenda

Motion by Dr. Jason Lind, second by Dr. Christine Sefcik, to accept the agenda as presented.

<u>Voice Vote:</u>	Ayes:	Dr. Jason Lind Ms. Carey McHugh Dr. Christine Sefcik	Dr. Donn Mendoza Ms. Joanne Osmond Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman, Dr. Michael Karner	

MOTION CARRIED

CONSENT AGENDA

Motion to Approve Consent Agenda

Motion by Dr. Jason Lind, second by Dr. Christine Sefcik, to approve the consent agenda as follows.

Approved Minutes

Public and closed session minutes of the regular meeting of May 25, 2023 and public minutes of the special meeting on June 8, 2023.

Financial Matters

Paid Accounts Payable List: The following expenditures represent the June, 2023 accounts payable list:

Accounts Payable	\$1,337,158.10
Payroll Liabilities 05/31/23	\$697,208.40
Net Payroll 05/31/23	\$864,388.47
Payroll Liabilities 06/15/23	\$723,325.25
Net Payroll 06/15/23	<u>\$895,909.81</u>

TOTAL \$4,517,990.03

Treasurer's Report: Report for May, 2023

Personnel Matters

Recommended employment of the following applicants, with work assignment and start date as indicated, subject to completion of the physical examination and forms, as required by Section 24-6 of the School Code, successful completion of a criminal background investigation as required by Section 10-21.9 of the School Code, a Child Abuse Registry check, and submission of all forms, documents, and certifications as required by law and/or requested by SEDOL for the position.

1. Requests for Contracts

Educational Support Personnel

- Parra, Celia
- Occupational Therapist – Fairhaven School
 - Budget Approved Vacancy
 - Doctorate of Occupational Therapy
 - \$76,856
 - August 16, 2023

Licensed

- Greenawalt, Sarah
- School Social Worker
 - Budget Approved Vacancy
 - MA, University of Illinois- Chicago
 - \$59,864
 - August 16, 2023

- Howes, Cassandra
- Certified School Nurse
 - Budget Approved Vacancy
 - BA, Herzing University
 - \$64,593
 - August 16, 2023

- Mattea, Samantha
- Teacher – Fairhaven School
 - Budget Approved Vacancy
 - BS, Illinois State University
 - \$43,792
 - August 16, 2023

- Sath, Tiffany
 - Teacher – Sector
 - Budget Approved Vacancy
 - BA, Southern Illinois University
 - \$43,792
 - August 21, 2023

- Schechtman, Judith
 - School Social Worker
 - Budget Approved Vacancy
 - MA, Loyola University
 - \$73,439
 - August 16, 2023

- Story, Kelly
 - Teacher – John Powers Center
 - Budget Approved Vacancy
 - MA, Missouri State University
 - \$78,388
 - August 21, 2023

- Timonen, Amy
 - Assistant Principal – John Powers Center
 - Budget Approved Vacancy
 - MA, Concordia University
 - \$94,726
 - August 1, 2023

- Vara, Thalia
 - Teacher – Gages Lake School
 - Budget Approved Vacancy
 - BA, Southern Illinois University
 - \$43,792
 - August 21, 2023

2. Resignations/Retirements

Educational Support Personnel

- Diaz, Tahiri
 - Registered Nurse
 - Original Hire Date: August 16, 2023
 - Resigned June 7, 2023

- Jeffries, Michael
 - Custodian
 - Original Hire Date: April 10, 2000
 - Retiring May 31, 2024

- Lebaron, Sheila
 - Paraprofessional – Regional Safe School Program
 - Original Hire Date: October 13, 2020
 - Resigned June 1, 2023

- Murphy, Jill
 - Paraprofessional – Sector
 - Original Hire Date: August 22, 2011
 - Retired May 31, 2023

- Ramirez-Polifka, Joanne
 - School Nurse – Laremont
 - Original Hire Date: August 28, 2002
 - Retiring June 30, 2023. This is a change from her original date of June 30, 2026.

- Rittenhouse, Kim
 - Paraprofessional – Sector
 - Original Hire Date: June 9, 2022
 - Resigning July 13, 2023

- Wenzlaff, Gloria
- Benefits Clerk
 - Original Hire Date: June 13, 2011
 - Retiring June 30, 2027

Licensed Staff

- Assmann, Judith
- Director of Special Services
 - Original Hire Date: August 25, 1987
 - Retiring June 30, 2023. This is a change from her original date, the end of the 2023-24 school year.

- Link, Carol
- Teacher – Fairhaven School
 - Original Hire Date: August 17, 2001
 - Resigning at the end of the 2023-24 school year

- Miller, Julie
- Teacher – Sector
 - Original Hire Date: August 26, 2022
 - Resigned June 12, 2023

- Sweeney-Grana, Julie
- Audiologist
 - Original Hire Date: December 18, 1989
 - Retiring at the end of the 2026-27 school year.

3. Request for Leave of Absence

Licensed

- Svetlecich, Alexa
- Teacher – Sector
 - Request for unpaid leave of absence to begin October 15, 2023 through the end of the 2023-24 school year.

4. Increase/Decrease in Contract

Educational Support Personnel

- Otero, Edgar
- Custodian- decrease in time from 1.0 FTE to .50 FTE effective June 5, 2023

- Smart, Peter
- Custodian- increase in time from .50 FTE to 1.0 FTE effective June 5, 2023

Roll Call Vote:

Ayes:	Dr. Donn Mendoza	Ms. Carey McHugh
	Ms. Joanne Osmond	Dr. Christine Sefcik
	Dr. Jason Lind	Ms. Odie Pahl
Nays:	None	
Absent:	Dr. Lynn Glickman, Dr. Michael Karner	

MOTION CARRIED

5. SEDOL Vacancies- as of 06/16/2023

Vacancies 2023-24 School Year

1	Principal Cyd Lash Academy	Cyd Lash
1	Principal Fairhaven School	Fairhaven

1	Assistant Principal John Powers	John Powers	<i>contract pending</i>
1	Assistant Principal Laremont	Laremont	<i>offered position</i>
1	School Psychologist	Administration	
1	Behavior Specialist	Fairhaven	
1	Lasso II Teacher	Spaulding	<i>contract pending</i>
4	Lasso III Teacher	Fairhaven	<i>1 offered position</i>
1	ED Teacher	Gages Lake	<i>offered position</i>
1	SAB Teacher Grades 4-6	Gages Lake	
1	DHH Teacher	JPC	<i>offered position</i>
4	Speech Language Pathologist	Administration	<i>1 contract pending, 1 offered position</i>
6	Social Worker	Administration	<i>2 contracts pending</i>
1	Admin Asst Educational Services	Administration	
1	Part-Time Social Worker	Administration	
1	Audiologist Full-time	Administration	
1	O&M Part-Time	Administration	
8	Sign Language Interpreter	JPC	
2	RN	Various	<i>2 contracts pending</i>
2	Certified School Nurse	Various	<i>1 contract pending</i>
1	Bilingual Special Ed Teacher	Various	
2	Lasso II Teacher	Millburn Elem	<i>2 offered positions</i>
1	Lasso II Teacher	Millburn Middle	<i>1 offered position</i>
1	Lasso II Teacher	Hawthorn Elem	
1	Lasso II Teacher	Cotton Creek	
1	EC Teacher	Fairhaven	
1	ED Teacher Middle School	Cyd Lash	
1	Project SEARCH Para	RSSP	
1	RSSP Para	RSSP	
1	Adapted PE Teacher	Various	<i>offered position</i>
1	Art Therapist	Various	
1	PT Voc Facilitator-PT Special Assignment	Various	
1	Occupational Therapist	Various	<i>contract pending</i>
1	Part-Time Physical Therapist	Various	
2	Vocational Facilitator	Various	<i>1 contract pending</i>
1	Community Exp. Coach	Various	
1	Part Time Receptionist	John Powers	

RECOGNITION

The Board recognized Dr. Christine Sefcik, Superintendent of Grant High School District #124, who is resigning from the Executive Board. Dr. Sefcik has served on the Executive Board since June 2017.

PUBLIC COMMENT

There was no Public Comment

OLD BUSINESS

Final Budget for FY24

Motion to Accept and Present Final Budget

Motion by Ms. Joanne Osmond, second by Dr. Jason Lind, to accept the final budget for FY24 and recommend Governing Board approval at the August 23, 2023 meeting as presented.

The final budget for FY24 was approved by the Board to be presented for Governing Board approval at the August 23, 2023 meeting.

<u>Roll Call Vote:</u>	Ayes:	Dr. Donn Mendoza Ms. Joanne Osmond Dr. Michael Karner	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

NEW BUSINESS

Student Lunch Fees

Ms. Loris informed the Board that student lunch fees will increase from \$3.10 to \$3.56 for the 2023-24 school year to remain in line with the USDA reimbursement rate.

Educational Affiliation Agreement

Motion to Approve Agreement

Motion by Ms. Carey McHugh, second by Ms. Joanne Osmond, to approve the extension of the Educational Affiliation Agreement with Carthage College as presented.

The Board approved Administration’s recommendation to extend the 2-year Educational Affiliation Agreement with Carthage College. The agreement will allow Carthage College to provide learning and clinical experience for nursing education degree-seeking students at SEDOL facilities from July 1, 2023-June 30, 2025

<u>Voice Vote:</u>	Ayes:	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind	Ms. Joanne Osmond Dr. Michael Karner Dr. Donn Mendoza Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

Organic Life Contract

Motion to Approve Contract

Motion by Dr. Jason Lind, second by Dr. Donn Mendoza, to approve the contract between SEDOL and Organic Life as presented.

The Board approved the food service contract between SEDOL and Organic Life effective July 1, 2023-June 30, 2024.

Motion to Return to Public Session

At 10:18 a.m. Ms. Joanne Osmond moved, second by Dr. Michael Karner, for the Board to return to public session.

<u>Voice Vote:</u>	Ayes:	Ms. Carey McHugh Dr. Christine Sefcik Dr. Jason Lind	Ms. Joanne Osmond Dr. Michael Karner Dr. Donn Mendoza Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

While in closed session, the Board discussed employee and litigation matters.

COMMITTEE REPORTS

The Finance Committee met on June 20, 2023.

PROGRAM/SCHOOL REPORTS

Evidence of Exceptional Service

A. Evidence of Exceptional Service

1. Amazing celebrations, retirements, transition night, and graduations.
2. ESY has begun with 361 students.
3. The SEDOL Foundation granted over \$7,000.00 in grants to SEDOL staff for this fall.

B. Memoriam

Ms. Emily Matlock, previous early childhood teacher at Fairhaven School from August, 2022- May, 2023 passed away June 9, 2023.

EXECUTIVE BOARD MEMBER COMMENTS

- The July 27, 2023 Executive Board Meeting will have a change in location. The meeting will be held in the Gages Lake Community Room. This will allow staff, parents, and students the opportunity to attend the SEDOL Program Review presentation. Dr. Donnan informed the Board they should plan for an additional 1 ½ hour for the July meeting to include the presentation.
- Thank you to Dr. Sefcik, Ms. Loris, and Mr. Taterka for their service to SEDOL.

ADJOURNMENT

Motion to Adjourn

At 10:23 a.m. Ms. Carey McHugh moved, second by Ms. Joanne Osmond, to adjourn the meeting.

<u>Voice Vote:</u>	Ayes:	Ms. Joanne Osmond Dr. Michael Karner Dr. Donn Mendoza	Dr. Christine Sefcik Dr. Jason Lind Ms. Carey McHugh Ms. Odie Pahl
	Nays:	None	
	Absent:	Dr. Lynn Glickman	

MOTION CARRIED

Respectfully submitted by,

Sara Martinez
Recording Secretary

Approved by:

Ms. Odie Pahl
Board President

Dr. Valerie M. Donnan
Board Secretary



Valerie M. Donnan, Ed.D.
Superintendent

Executive Board Meeting Summary
Thursday, July 27, 2023

OATH OF OFFICE

Superintendent Donnan administered the oath of office to the following Board Members who were approved by the Governing Board to serve a two-year term expiring in June 2025: Ms. Joanne Osmond, Governing Board Member from Lake Villa D41, Ms. Carey McHugh, Governing Board Member from Wauconda D118, and Dr. Scott Schwartz, Superintendent from Gavin D37, who filled the superintendent vacancy created by Dr. Christine Sefcik stepping down. Dr. Jason Lind, Superintendent from Millburn D24 will take the oath at the August 24th meeting due to not being in attendance at this meeting.

CONSENT AGENDA

The following board designations were made as part of the annual organizational process:

- Board Secretary: Dr. Val Donnan, Superintendent
- Newspaper: The Daily Herald
- Legal Counsel: Hodges, Loizzi, Eisenhammer, Rodick and Kohn
- Bank Depository: Associated Bank, Libertyville Bank & Trust, and Illinois School District Liquid Asset Fund
- Meeting Schedule: 4th Thursday of the month at 9:30 a.m. unless a conflict; the complete meeting schedule is provided at end of this summary
- Committee Appointments:

<u>Personnel</u>	<u>Finance</u>	<u>Policy</u>	<u>Negotiations</u>
Ms. Carey McHugh, Chair	Dr. Jason Lind, Chair	Ms. Joanne Osmond, Chair	Ms. Joanne Osmond, Chair
Dr. Lynn Glickman	Dr. Scott Schwartz	Ms. Carey McHugh	Dr. Lynn Glickman
		Dr. Michael Karner	

Minutes and financial matters were approved along with the following personnel items:

- ~ Request for Contracts for 28 educational support personnel (ESP) and 13 licensed staff
- ~ Resignations/retirements by 8 ESP and 8 licensed staff
- ~ Request for Leave of Absence by 1 licensed staff

PUBLIC COMMENT

There was no Public Comment

OLD BUSINESS

Extended Agreement for IAES Services

A one-year extension of the IAES Connections Services Agreement was approved by the Board.

NEW BUSINESS

Organizational Chart

The FY24 SEDOL Organizational Chart was approved by the Board. The chart includes partial recommendations from the SEDOL Educational Learning Solutions' Program Review.

Therapets Agreement

The Board approved the 1-year agreement with Therapets. These services will be provided to students at Laremont School and a variety of SEDOL Sector classrooms. The SEDOL Foundation has donated \$40,176.00 to pay for the 2023-24 contract with Therapets.

Return to School Discussion

Mr. Crowley provided an overview of the current staffing. He noted the positions that have been filled and current vacancies and their impact on the requests for contractual services. SEDOL has been able to fill a variety of contractual requests fully, some partially and others they are unable to fill for this school year. All districts are aware of their contract request status.

CLOSED SESSION

The Board entered into closed session to discuss:

1. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal.
2. The placement of individual students in special education programs and other matters relating to individual students.

OTHER BUSINESS

Request for Non-Member District Placements

1. Kildeer Countryside School District 96 requested new placement for one student in the SEDOL John Powers Center DHH Program. The Board approved this request.
2. North Shore School District 112 requested new placement for one student in the SEDOL Gages Lake School SAB Program. The Board approved this request.
3. Leyden High School District 212 requested new placement for one student in the SEDOL Supported Transition Program at Laremont School. The Board approved this request.

PROGRAM/SCHOOL REPORTS

SEDOL Program Review

Exceptional Learning Solutions (ELS) presented their recommendations from the SEDOL Program Review. Along with the recommendations, they provided feedback and positive praise for the changes they have seen already being implemented by SEDOL. The presentation included a twelve category breakdown and offered timeline suggestions for implementing these recommendations. They also reiterated that these recommendations were created through feedback they received from SEDOL stakeholders which include staff, parents, member districts, and active community partners.

Dr. Donnan spoke of her excitement moving forward with implementing many of the recommendations from ELS. She noted that teams will be being formed with all stakeholders welcome to join a Standards for Exceptional Services (SES) team. The various teams will begin to collaborate on ways to evaluate and make additional recommendations specific to SEDOL. She also noted that follow-up meetings regarding the presentation of the Educational Learning Solutions' Program Review will be held as Q & A sessions for stakeholders in the near future.

EXECUTIVE BOARD MEMBER COMMENTS

The Board thanked Dr. Donnan for recommending the program review completion and for all of those who participated.

ADJOURNMENT

With no other items to discuss, the meeting was adjourned.

2023-24 Executive Board Meeting Schedule *SEDOL Office Bay Room*

Thursday, August 24, 2023 – 9:30 a.m.
Thursday, September 21, 2023 – 9:30 a.m.
Thursday, October 26, 2023 – 9:30 a.m.
Thursday, November 9, 2023 – 9:30 a.m. *Conflict with IASA Conference*
Thursday, December 14, 2023 – 9:30 a.m. *Conflict with Winter Break*
Thursday, January 25, 2024 – 9:30 a.m.
Thursday, February 15, 2024 – 9:30 a.m. *Conflict with IAASE Conference*
Thursday, March 21, 2024 – 9:30 a.m.
Thursday, April 4, 2024 – 9:30 a.m. *Special Meeting to Review Tentative Budget Meeting*
Thursday, April 25, 2024 – 9:30 a.m.
Thursday, May 23, 2024 – 9:30 a.m.
Thursday, June 27, 2024 – 9:30 a.m.
Thursday, July 25, 2024 – 9:30 a.m.

2023-24 Governing Board Meeting Schedule

Wednesday, August 23, 2023 – 7:00 p.m. *6:30 p.m. Public Hearing - Budget*
Wednesday, December 6, 2023 – 7:00 p.m.
Wednesday, March 6, 2024 – 7:00 p.m.
Wednesday, June 5, 2024 – 7:00 p.m.

:sm 07/3123

Vacancies 2023-24 School Year (as of 6/16/2023)

1	Principal Cyd Lash Academy	Cyd Lash	
1	Principal Fairhaven School	Fairhaven	
1	Assistant Principal John Powers	John Powers	<i>contract pending</i>
1	Assistant Principal Laremont	Laremont	<i>offered position</i>
1	School Psychologist	Administration	
1	Behavior Specialist	Fairhaven	
1	Lasso II Teacher	Spaulding	<i>contract pending</i>
4	Lasso III Teacher	Fairhaven	<i>1 offered position</i>
1	ED Teacher	Gages Lake	<i>offered position</i>
1	SAB Teacher Grades 4-6	Gages Lake	
1	DHH Teacher	JPC	<i>offered position</i>
4	Speech Language Pathologist	Administration	<i>1 contract pending, 1 offered position</i>
6	Social Worker	Administration	<i>2 contracts pending</i>
1	Admin Asst Educational Services	Administration	
1	Part-Time Social Worker	Administration	
1	Audiologist Full-time	Administration	
1	O&M Part-Time	Administration	
8	Sign Language Interpreter	JPC	
2	RN	Various	<i>2 contracts pending</i>
2	Certified School Nurse	Various	<i>1 contract pending</i>
1	Bilingual Special Ed Teacher	Various	
2	Lasso II Teacher	Millburn Elem	<i>2 offered positions</i>
1	Lasso II Teacher	Millburn Middle	<i>1 offered position</i>
1	Lasso II Teacher	Hawthorn Elem	
1	Lasso II Teacher	Cotton Creek	
1	EC Teacher	Fairhaven	
1	ED Teacher Middle School	Cyd Lash	
1	Project SEARCH Para	RSSP	
1	RSSP Para	RSSP	
1	Adapted PE Teacher	Various	<i>offered position</i>
1	Art Therapist	Various	
1	PT Voc Facilitator-PT Special Assignment	Various	
1	Occupational Therapist	Various	<i>contract pending</i>

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

18160 W Gages Lake Road, Gages Lake, ILLINOIS 60030-1819

847-548-8470 Fax 847-548-8472 VP 224-207-8476

www.sedol.us



Valerie M. Donnan, Ed.D.
Superintendent

EXECUTIVE BOARD / GOVERNING BOARD

2023-24 Meeting Schedule

Please Note: Dates and locations are subject to change. Please call 847-986-2319 to confirm.

Executive Board Meeting Schedule

SEDOL Administration Office Bay Room – 9:30 am

July 27, 2023- GLS Community Room	February 15, 2024
August 24, 2023	March 21, 2024
September 21, 2023	April 4, 2024* Special meeting on tentative budget
October 26, 2023	April 25, 2024
November 9, 2023	May 23, 2024
December 14, 2023	June 27, 2024
January 25, 2024	July 25, 2024

Governing Board Meeting Schedule

Gages Lake School Community Room – 7:00 pm

Wednesday, August 23, 2023	<i>Public Hearing on Budget @ 6:30 p.m.</i>
Wednesday, December 6, 2023	
Wednesday, March 6, 2024	
Wednesday, June 5, 2024	

SEDOL Admin Building

18160 W. Gages Lake Road
Gages Lake 60030

Laremont School

17934 W. Gages Lake Road
Gages Lake 60030

Gages Lake School

18180 W. Gages Lake Road
Gages Lake 60030

Cyd Lash Academy

18042 W. Gages Lake Road
Gages Lake 60030

The Special Education District of Lake County is subject to the requirements of the Americans with Disabilities Act of 1990, as well as Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to attend and/or participate, or who have questions regarding the accessibility of the meeting or the facilities, are requested to promptly contact the District's ADA/Section 504 Coordinator at (847) 548-8470, or Illinois Relay for the Hearing Impaired, 1-800-526-0844.

:sm – 7/27/23



HUMANEX EXEMPLAR LEADER IN EDUCATION

DR. BHAVNA
SHARMA-LEWIS

#SparkleOn